

**PLEASANT VALLEY RECREATION & PARK DISTRICT
CITY OF CAMARILLO, CITY HALL COUNCIL CHAMBERS
601 CARMEN DR., CAMARILLO, CALIFORNIA**

**BOARD OF DIRECTORS
REGULAR MEETING AGENDA
April 5, 2023**

6:00 P.M.

REGULAR MEETING

NEXT RESOLUTION #736

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. AMENDMENTS TO THE AGENDA** - This is the time and place to change the order of the agenda, delete any agenda item(s), or add any emergency agenda item(s).
- 5. PUBLIC COMMENT** - **In accordance with Government Code Section 54954.3, the Board reserves this time to hear from the public.** If you would like to make comments about a matter within the Board’s subject matter jurisdiction but not specifically on this agenda, in accordance with California law, the Board will listen, note the comments, and may bring the comments back up at a later date as an agenda item for discussion. Speakers will be allowed three minutes to address the Board.
- 6. CONSENT AGENDA** – Matters listed under the Consent Agenda are considered routine and shall be acted upon without discussion and by one motion. If discussion is desired, the item will be removed from the Consent Agenda for discussion and voted on as a separate item. If no discussion is desired, then the suggested action is for the Chair to request that a motion be made to approve the Consent Agenda.
 - A. Minutes for Regular Board Meeting of March 1, 2023 and Special Board Meeting of March 23, 2023**
Approval receives and files minutes.
 - B. Warrants, Accounts Payable & Payroll**
District's disbursements dated on or before February 28, 2023.
 - C. Financial Reports**
Monthly unaudited financial reports are presented to the Board for information. Approval receives and files the financial reports for February 2023.
 - D. Consideration and Adoption of Resolution No. 733 Proclaiming April 2023 as Arbor Month**
This proclamation acknowledges the District’s continued efforts in educating the public on the value of trees in the urban environment.
 - E. Consideration and Approval of a Special Event by Skyway Playhouse “Steel Magnolias” at Freedom Center May 25 - 28**
This special event applicant is seeking Board approval since they are requesting an admission charge to their event.

F. Consideration and Approval of a Special Event by Ventura County Scottish Rite Bodies for a New England Summer Picnic at Camarillo Grove Park on July 15, 2023

This special event applicant is seeking Board approval since they are requesting an admission charge to their event.

7. NEW ITEMS – DISCUSSION/ACTION

A. Consideration and Approval of Resolution No. 734, Opposing Proposed Initiative 21-0042A1 “The Taxpayer Protection And Government Accountability Act”

Adopting a resolution would oppose the statewide initiative measure to amend the California Constitution to limit the ability of the state and local governments to enact modify, or expand taxes, assessments, fees, and property-related charges.

Suggested Action: A MOTION to Approve Resolution No. 734, Opposing Proposed Initiative #21-0042A1 “The Taxpayer Protection and Government Accountability Act”.

B. Consideration and Approval of Resolution No. 735, Adopting a New District Policy for Electronic Signatures

Adopting this resolution would allow the District to accept E-Signatures, which would provide for more convenience to those the District works with, as well as reducing the risk of signed agreements being lost in transit to and from signers.

Suggested Action: A MOTION to Approve Resolution No. 735, Adopting a New District Policy for Electronic Signatures.

8. ORAL COMMUNICATION - INFORMATIONAL ITEMS, which do not require action but relate to District business, will be reported by members of the Board and staff as follows:

- A. Chair Magner
- B. Ventura County Special District Association/California Special District Association
- C. Santa Monica Mountains Conservancy
- D. Standing Committees – Finance, Liaison, Personnel, Policy
- E. Ad Hoc Committees
- F. Foundation for Pleasant Valley Recreation and Parks
- G. General Manager’s Report
- H. Board Members

9. ADJOURNMENT

Notes: The Board of Directors reserves the right to modify the order in which agenda items are heard. Written materials related to these agenda items are available for public inspection in the Office of the Clerk of the Board located at 1605 E. Burnley Street, Camarillo during regular business hours beginning the Friday preceding the Wednesday Board meeting.

Announcement: Public Comment: Members of the public may address the Board on any agenda item before or during consideration of the item. [Government Code section 54954.3] Should you need special assistance (*i.e.*, a disability-related modification or accommodations) to participate in the Board meeting or other District activities (including receipt of an agenda in an appropriate alternative format), as outlined in the Americans With Disabilities Act, or require further information, please contact the General Manager at 482-1996, extension 114. Please notify the General Manager 48 hours in advance to provide sufficient time to make a disability-related modification or reasonable accommodation.

**Pleasant Valley Recreation and Park District
Camarillo City Hall Council Chambers
Minutes of Regular Meeting
March 1, 2023**

5:00 P.M.

REGULAR MEETING

1. CALL TO ORDER

- A. Recessed to Closed Session
- B. Closed Session

1) Conference with Legal Counsel – Anticipated Litigation

The Board conducted a closed session, pursuant to Government Code section 54956.9(d)(2) and (d)(3), because there is significant exposure to litigation in two cases.

- C. Reconvened into Regular Meeting with nothing to report.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

All Present.

4. AMENDMENTS TO THE AGENDA

Chair Magner called for a motion. A motion was made by Director Malloy and seconded by Director Roberts to accept the agenda as presented.

Voting was as follows:

Ayes: Malloy, Roberts, Dransfeldt, Kelley, Chair Magner

Noes:

Absent:

Motion: Carried

**Motion to
Approve the
Agenda as
Presented**

Carried

5. PRESENTATION

A. Nature Center Classroom Update

Development Analyst Kaleen Gage presented updates regarding the nature center classroom at Camarillo Grove Park, the Foundation and fundraiser events.

B. Capital Projects Update

Park Services Manager Bob Cerasuolo provided updates on District capital projects completed and in progress.

6. PUBLIC COMMENT

Chair Magner received 5 speaker cards. Dan Johnston with AYSO stated that he has attended 3 recent board meetings to comment on the conditions of PV Fields and he asked that the continuing issues at the park be an agenda item. Since November 1, there has

been little usage of the fields and the fields should be in better condition. He asked that we reconsider the contractor choice.

Jeannette Rossling with AYSO asked the Board why some of the community service organizations have access to the lights at PV Fields and some do not. When a player injury necessitated the need for an ambulance after AYSO’s scheduled time at PV Fields, there was no way for the group to turn the lights back on.

7. CONSENT AGENDA

- A. Minutes for Special Board Meeting of January 28, 2023 and Regular Board Meeting of February 1, 2023
- B. Warrants, Accounts Payable & Payroll
- C. Financial Reports
- D. Consideration and Approval of Water Conservation Agreement Between the District and Barry60 LP
- E. Consideration and Approval to Authorize the General Manager to Sign an Agreement with the City of Camarillo to Produce the Summer Concert Series
- F. Consideration and Approval of a Request for Proposals for 2023 Summer Concert Series Sound and Lighting
- G. Consideration and Approval of Agreement for Installation of Dish Cell Tower at Mission Oaks Park
- H. Consideration and Approval of Updated Travel Policy
- I. Consideration and Approval of a Two-Year Agreement Between Pleasant Valley Recreation and Park District and the Roadrunner Radio-Control Club at Freedom Park
- J. Ratification of Urgency Purchase of 2023 Ford Maverick

Chair Magner called for a motion. A motion was made by Director Roberts and seconded by Director Malloy to approve the Consent Agenda.

Motion to Approve Consent Agenda

Voting was as follows:

Ayes: Roberts, Malloy, Dransfeldt, Kelley, Chair Magner

Noes:

Absent:

Motion: Carried

Carried

8. NEW ITEMS – DISCUSSION/ACTION

- A. Consideration and Approval of the FY 2021-2022 Annual Financial Report as Prepared by Moss, Levy & Hartzheim LLP, CPAs

Administrative Services Manager Justin Kiraly presented the results of a clean financial audit for FY 2021-2022 for approval by the Board.

Chair Magner called for motion. A motion was made by Director Malloy and seconded by Director Dransfeldt to approve the Annual Financial Report for FY 2021-2022 as prepared by Moss, Levy & Hartzheim, LLP, CPAs.

Voting was as follows:

Ayes: Malloy, Dransfeldt, Roberts, Kelley, Chair Magner

Noes:

Absent:

**Motion to
Approve FY
21/22 Audit**

Motion: Carried

Carried

B. Las Posas Equestrian Park Trails Update

General Manager Mary Otten provided background on the history of the trail system at the Las Posas Equestrian Park. Since the current agreement ends March 17, 2023, there has been much discussion on how to proceed. Staff has been working with the six (6) homeowners along the District’s strips/sections (4 & 5) of the trail to provide uninterrupted access from the Equestrian Arena to the Water Basin to the South as well as the continued trail to the North which leads to strips 1, 2, & 3 managed by the Las Posas Hills HOA.

Three public comments were received. Cheryl Temple of Camarillo stated that the various parties are aware of the liabilities but that lawyers are being too fearful of lawsuits. The easements allow the public to continue to use the trail.

Jessica Freese asked if the District could negotiate with one of the landowners to obtain more footage from them in order for the District to properly maintain the trail.

Barbara Whatley stated that the trail is not used exclusively by the HOA, but it is used by the community. Since there are no sidewalks on Valley Vista, people walk there to stay safe.

Board direction was to authorize a survey of the area around the water basin and the corral, continue discussion with legal and CAPRI and to not provide financial assistance to the Las Posas Hills HOA.

**Direction
Provided**

C. Consideration and Approval of Resolution No. 731 Approving and Adopting the Mid-Year Budget Adjustments and Transfers for Fiscal Year 2022-2023

Administrative Services Manager Justin Kiraly presented budget adjustments and transfers due to additional revenue that the District did not anticipate.

Chair Magner called for motion. A motion was made by Director Malloy and seconded by Director Roberts to approve Resolution No.731, Approving and Adopting the Mid-Year Budget Adjustments and Transfers for FY 2022-2023

Voting was as follows:

Ayes: Malloy, Roberts, Dransfeldt, Kelley, Chair Magner

Noes:

Absent:

**Motion to
Approve Reso
#731, Mid
Year Budget
Adj.**

Motion: Carried

Carried

D. Consideration and Approval of Bid Award for the Freedom Park Dog Park Fencing and Electrical

Park Supervisor Nick Marienthal presented bid awards for fencing and the electrical of the enclosed dog park at Freedom Park. The current pillars will come down as they do not have footings and additional light poles will be needed to provide adequate lighting for the park which will allow it to be used in the evening hours.

Chair Magner called for motion. A motion was made by Director Malloy and seconded by Director Roberts to authorize and approve the General Manager to enter into the following agreements:

- 1. with Quality Fence Company for the fencing for a not to exceed amount of \$49,343
- AND
- 2. with L.A. Electricom for the electrical for a not to exceed amount of \$100,924.

Motion to Approve Quality Fence and L.A. Electricom for Freedom Dog Park

Voting was as follows:

Ayes: Malloy, Roberts, Dransfeldt, Kelley, Chair Magner

Noes:

Absent:

Carried

Motion: Carried

E. Consideration and Approval of Resolution No. 732 Authorizing the General Manager to Apply for Santa Monica Mountain Conservancy Grant Funds of \$100,000 for the Purchase of the “Cactus Hill” Property (APN #160-0-050-415)

Administrative Analyst Jessica Puckett presented the opportunity for the Board to approve an application for grant funds from SMMC for the possible purchase of undeveloped property up for auction. The bid is currently at \$46,000 and its property value is assessed at \$187,000. The property (APN #160-0-050-415) is located at the base of the Conejo Grade. Whereas the possibility of new property is appealing, concerns were made regarding deed restrictions, intended use of property and the short turnaround to research before the March 7 auction.

Chair Magner called for a motion. A motion was made by Director Dransfeldt and seconded by Director Roberts to approve Resolution No. 732 Authorizing the General Manager to Apply for Santa Monica Mountain Conservancy Grant Funds of \$100,000 for the Purchase of the “Cactus Hill” Property (APN #160-0-050-415).

Voting was as follows:

Ayes: Dransfeldt, Roberts

Noes: Malloy, Kelley, Chair Magner

Absent:

Motion: Failed

Motion: Failed

9. ORAL COMMUNICATION - INFORMATIONAL ITEMS

A. Chair Magner – Chair Magner thanked staff for taking care of the parks and approved of the addition of Fund 60.

B. Ventura County Special District Association/California Special District Association – VCSDA – Chair Magner reported that the annual meeting was held on February 7 and the Director and General Manager of the Year received awards. CSDA – Chair Magner reported on committee meetings and legislative bills.

D. Santa Monica Mountains Conservancy – Director Dransfeldt attended the February 27 meeting, and the next meeting will be held on March 20.

E. Standing Committees – Finance – Director Dransfeldt stated that the audit and mid-year budget adjustments were discussed. Long Range Planning – Director Roberts stated that the Las Posas Equestrian Park trail was discussed. Policy – Chair Magner reported the group discussed the naming and sponsorship policy.

F. Ad Hoc Committees – Miracle League – Chair Magner reported that there was a meeting with the construction contractor, trees were removed to better accommodate the new field and that the groundbreaking would be held on March 3 at 9 a.m.

G. Foundation for Pleasant Valley Recreation and Parks – Chair Magner reported that the Foundation’s March 16 poker fundraiser was cancelled and that the next fundraiser would be held on April 5th at Topper’s Pizza.

H. General Manager’s Report – General Manager Mary Otten reported on current projects and studies that staff are working on along with programs and special events.

I. Board Members – The Directors updated on the meetings and District events they attended for the month. Director Malloy thanked those who attended his wife, Kathleen’s funeral service in February.

10. ADJOURNMENT

Chair Magner adjourned the meeting at 8:51 p.m. in memory of Kathleen Malloy.

Respectfully submitted,

Approval,

**Karen Roberts
Recording Secretary**

**Elaine Magner
Chair**

**PLEASANT VALLEY RECREATION & PARK DISTRICT
ADMINISTRATION OFFICE – SENIOR CENTER
1605 E. BURNLEY ST., CAMARILLO, CALIFORNIA**

**BOARD OF DIRECTORS
SPECIAL MEETING AGENDA
March 23, 2023**

4:30 P.M.

SPECIAL MEETING

1. CALL TO ORDER

Director Kelley requested that he be allowed to participate in the meeting remotely. He stated that he could not attend in person due to his having a contagious illness. Chair Magner asked if there was any other person in the room with him over the age of 18 to which Director Kelley replied “no”.

Chair Magner called for a motion to allow Director Kelley to participate in the meeting remotely in accordance with AB 2449 for just cause. A motion was made by Director Malloy and seconded by Director Dransfeldt to allow Director Kelley to participate in the meeting remotely in accordance with AB 2449 for just cause.

Voting was as follows:

Ayes: Malloy, Dransfeldt, Roberts, Chair Magner

Noes:

Absent: Kelley

Motion: Carried

**Motion to
Approve Dir.
Kelley
Remote
Participation
Under AB
2449**

Carried

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

All present.

4. ADOPTION OF AGENDA

Chair Magner called for a motion. A motion was made by Director Roberts and seconded Director Malloy to accept the agenda as presented.

Voting was as follows:

Ayes: Roberts, Malloy, Dransfeldt, Kelley, Chair Magner

Noes:

Absent:

Motion: Carried

**Motion to
Accept
Agenda**

Carried

5. OPEN COMMUNICATIONS/PUBLIC FORUM

No comments.

6. NEW ITEMS-DISCUSSION/ACTION

A. PLEASANT VALLEY FIELDS MAINTENANCE

Park Supervisor Brandon Lopez stated that Brightview Landscape Services has notified the District that starting April 1, 2023 they will be terminating their contract with the District due to continuing inflation and higher costs. Short term and long term solutions were discussed with a need to have a Request for Proposals for a landscape contractor service by June 2023. To create interim coverage of Pleasant Valley Fields, there will need to be a shift in three main areas: reorganization of the park crews; additional coverage of services by the District’s other landscape contractor, Natural Green; and Capital and Operating Maintenance Costs.

Chair Magner called for a motion. A motion was made by Director Roberts and seconded by Director Malloy to approve the budget adjustments to Fund 20 for the FY 2022-2023 budget.

Motion to Approve Budget Adj to Fund 20 FY22-23

Voting was as follows:

Ayes: Roberts, Malloy, Dransfeldt, Kelley, Chair Magner

Noes:

Absent:

Carried

Motion: Carried

Chair Magner called for a motion. A motion was made by Director Malloy and seconded by Director Roberts to authorize the General Manager to execute a second amendment to the contract with Natural Green for the additional services at Freedom Park for a month to month agreement for \$3500 per month for as long as necessary.

Motion to Approve Amendment With Natural Green for Additional Service

Voting was as follows:

Ayes: Malloy, Roberts, Dransfeldt, Kelley, Chair Magner

Noes:

Absent:

Carried

Motion: Carried

7. ORAL COMMUNICATIONS

None.

8. ADJOURNMENT

Chair Magner adjourned the meeting at 5:32 p.m.

Respectfully submitted,

Approval,

**Karen Roberts
Recording Secretary**

**Elaine Magner
Chair**

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Justin Kiraly, Administrative Services Manager

DATE: April 5, 2023

SUBJECT: FINANCE REPORT FEBRUARY 2023

ANALYSIS OF COMPARATIVE FINANCIALS THROUGH FEBRUARY 28, 2023

The District's Statements of Revenues and Expenditures for the period of February 1, 2023 through February 28, 2023 with a year-to-date comparison for the period of February 1, 2022 through February 28, 2022 are attached. The percentage rate used is 66.7% for Period 7 of the current fiscal year.

REVENUES

Total revenue including the 8th month ending February 28, 2023 for Fund 10 (General Fund) has an overall increase of \$826,629 in comparison to fiscal year 2021-2022. The variance from the prior year includes: 1) increase in various Public Fees (5510-5520) of \$79,153.45, 2) Other Misc. Revenue (5575) received in the amount of \$493,285.04, and 3) increase in Tax Apportionments (5110-5240) in the amount of \$186,981.11 over the same period last year. The increase in Public Fees is due to COVID-19 pandemic restrictions and regulations being lessened, allowing for more public use of District resources. The District received Prop 68 funding in the Misc. Revenue account in the amount of \$443,539. The increase in Tax Apportionments is due to an increase in property tax collected from the county.

Total revenue for Fund 20 for February 2023, the Assessment District Fund, was \$3,664.85. This is a small amount of collected Assessment taxes. Assessment tax revenue is mainly distributed to the District around mid-December and April.

There was no revenue recorded for Fund 30 for February 2023, the Quimby Fund.

There was no revenue recorded for Fund 40 for February 2023, the Park Impact Fees Fund.

Total revenue for Fund 50 for February 2023, the Community Development Block Grant (CDBG) Food Share fund, was \$18,877.71. Reimbursement requests are made on a quarterly basis.

Fund 60 was established to keep donations made for a specific purpose/project separate from all other funds. This is done in accordance with Generally Accepted Accounting Principles. There was no revenue recorded for Fund 60 for February 2023, the Restricted Donations Fund.

EXPENDITURES

Fund 10 Personnel Expenditures: Adjusting for the payoff of the Umpqua Pension Loan and Unfunded Liability payments to CalPERS, the increase in salaries and benefits year over year is \$344,851.18. This variance is due to the increase in staff needed for services being provided now that COVID-19 pandemic restrictions and regulations have been lessened.

Fund 10 Service and Supply Expenditures show an increase of \$264,042.98 in comparison to the same period last year. This increase is partially due to the updated Reserve Policy, allocating an additional \$75,910.08 in funds to be set aside compared to last year's reserves.

Adjusting for the new reserves, the increase in Services and Supplies year to date is \$219,936.65. This increase includes Insurance Liability (6410) being \$53,080 more than this time last year, an increase in Grounds Maintenance (6710) of \$25,387.07 for Turf Mitigation, an increase in Typeset and Print Services (7115) of \$12,168.95 due to activity guides not being issued because of COVID last year, and an increase in Redevelopment Fees (6960) of \$48,202.60.

Fund 10 Capital Expenditures shows an increase of \$252,823.83 in comparison to the same period last year.

Fund 10 Total Expenditures year to date are \$735,659.99 more compared to this point last year.

Fund 20 Expenditures are 68.85% of budget in Personnel and 77.25% of budget in Services and Supplies as of this month. The high percentage in Services and Supplies is due to the annual payment for the COP Debt at PV Fields.

Fund 30 Expenditures were \$2,300.81 for a Pickleball Sports Complex expense.

Fund 40 has no Expenditures for this month.

Fund 50 has Personnel Expenses of \$3,214.85 for this month. These expenses will be reimbursed from the CDBG Food Share grant received from the City of Camarillo.

Fund 60 has \$520.28 in Expenditures for this month. This was a charge for The Miracle League 805 Ballfield construction.

FISCAL IMPACT

Overall, the financials show the District is under the approved budget for Fund 10 by 45.87%, Fund 20 by 22.97%, Fund 30 by 98.79%, and Fund 50 by 34.35%. Funds 40 and 60 had no budget and no expenses.

RECOMMENDATION

It is recommended the Board review and approve the Financial Statements for February 28, 2023 for Fund 10, Fund 20, Fund 30, Fund 40, Fund 50, and Fund 60.

ATTACHMENTS

- 1) Financial Statement of Revenues and Expenditures as of February 28, 2023, Fund 10
(2 pages)
- 2) Financial Statement of Revenue and Expenditures as of February 28, 2023, Fund 20
(1 page)

- 3) Financial Statement of Revenue and Expenditures as of February 28, 2023, Fund 30
(1 page)
- 4) Financial Statement of Revenue and Expenditures as of February 28, 2023, Fund 40
(1 page)
- 5) Financial Statement of Revenue and Expenditures as of February 28, 2023, Fund 50
(1 page)
- 6) Financial Statement of Revenue and Expenditures as of February 28, 2023, Fund 60
(1 page)

General Ledger
Fund 10 General Fund
February 2023 66.7%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Tax Apportionment	5110-5240	\$ -	\$ (4,247,756.50)	\$ (4,434,737.61)	\$ (7,634,345.00)	\$ (3,199,607.39)	58.09%
Interest Earnings	5310	\$ -	\$ (7,526.65)	\$ (66,685.93)	\$ (9,893.00)	\$ 56,792.93	674.07%
Assessment Revenue	5500	\$ -	\$ -	\$ (433.44)	\$ -	\$ 433.44	-
Park Patrol Citations	5506	\$ -	\$ (590.00)	\$ (1,963.39)	\$ (1,500.00)	\$ 463.39	130.89%
Bingo - Primary Revenue	5508	\$ (1,524.00)	\$ (5,795.25)	\$ (13,621.55)	\$ (14,400.00)	\$ (778.45)	94.59%
Excess Bingo Revenue	5509	\$ (167.00)	\$ (2,946.60)	\$ (9,030.00)	\$ -	\$ 9,030.00	-
Contract Classes-Public Fees	5510	\$ (21,544.42)	\$ (118,764.92)	\$ (122,502.34)	\$ (131,313.00)	\$ (8,810.66)	93.29%
Public Fees	5511	\$ (8,494.90)	\$ (89,315.52)	\$ (159,340.55)	\$ (300,001.00)	\$ (140,660.45)	53.11%
Public Fees-Entry Fees	5520	\$ (3,371.00)	\$ (24,419.00)	\$ (29,810.00)	\$ (25,840.00)	\$ 3,970.00	115.36%
Vending Concessions	5525	\$ (180.47)	\$ (620.40)	\$ (1,132.72)	\$ (1,450.00)	\$ (317.28)	78.12%
Rental	5530	\$ (38,750.00)	\$ (243,988.44)	\$ (253,677.75)	\$ (338,717.00)	\$ (85,039.25)	74.89%
Cell Tower Revenue	5535	\$ (5,117.21)	\$ (67,562.83)	\$ (72,056.03)	\$ (100,800.00)	\$ (28,743.97)	71.48%
Parking Fees	5540	\$ (722.58)	\$ (9,725.79)	\$ (10,172.38)	\$ (9,600.00)	\$ 572.38	105.96%
Advertising Revenue	5555	\$ (5,025.00)	\$ (1,700.00)	\$ (9,225.00)	\$ (10,000.00)	\$ (775.00)	92.25%
Special Event	5561	\$ -	\$ -	\$ (56,205.55)	\$ -	\$ 56,205.55	-
Staffing Cost Recovery	5563	\$ (3,909.75)	\$ (41,262.75)	\$ (23,315.25)	\$ (58,352.00)	\$ (35,036.75)	39.96%
Special Event Permits	5564	\$ (250.00)	\$ (800.00)	\$ (850.00)	\$ -	\$ 850.00	-
Security Services - Recovery	5566	\$ (1,100.00)	\$ (2,761.00)	\$ (5,481.00)	\$ -	\$ 5,481.00	-
Contributions	5570	\$ (0.50)	\$ (72,014.95)	\$ (60,004.80)	\$ (72,000.00)	\$ (11,995.20)	83.34%
Grants	5573	\$ -	\$ -	\$ -	\$ -	\$ -	-
Rebates Recieved	5574	\$ -	\$ -	\$ (152,042.00)	\$ -	\$ 152,042.00	-
Other Misc Revenue	5575	\$ (358,029.00)	\$ (312,476.34)	\$ (493,285.04)	\$ (33,400.00)	\$ 459,885.04	1476.90%
Incentive Income	5585	\$ (18.56)	\$ (870.31)	\$ (1,570.49)	\$ (1,700.00)	\$ (129.51)	92.38%
Reimbursement - ROPS	5600	\$ -	\$ (396,407.90)	\$ (496,791.60)	\$ (200,000.00)	\$ 296,791.60	248.40%
Revenue		\$ 448,204.39	\$ 5,647,305.15	\$ 6,473,934.42	\$ 8,943,311.00	\$ 2,469,376.58	72.39%
YTD Comparison				\$ 826,629.27			
Personnel							
Full Time Salaries	6100	\$ 199,288.19	\$ 1,418,112.66	\$ 1,611,831.45	\$ 2,669,312.00	\$ 1,057,480.55	60.38%
Overtime Salaries	6101	\$ 1,265.18	\$ 8,040.97	\$ 10,326.78	\$ 26,785.00	\$ 16,458.22	38.55%
Car Allowance	6105	\$ 830.74	\$ 7,140.83	\$ 7,061.29	\$ 10,800.00	\$ 3,738.71	65.38%
Cell Phone Allowance	6108	\$ 1,108.14	\$ 9,059.74	\$ 9,679.19	\$ 15,960.00	\$ 6,280.81	60.65%
Part-Time Salaries	6110	\$ 24,562.47	\$ 222,599.51	\$ 266,200.71	\$ 549,670.00	\$ 283,469.29	48.43%
Retirement	6120	\$ 32,789.19	\$ 236,001.57	\$ 264,779.77	\$ 466,365.00	\$ 201,585.23	56.78%
457 Pension	6121	\$ 1,381.84	\$ 15,966.41	\$ 22,384.87	\$ 7,000.00	\$ (15,384.87)	319.78%
Deferred Compensation	6125	\$ 387.84	\$ 2,965.97	\$ 3,116.42	\$ 4,895.00	\$ 1,778.58	63.67%
Employee Insurance	6130	\$ 30,053.26	\$ 150,776.37	\$ 209,714.38	\$ 372,401.00	\$ 162,686.62	56.31%
Workers Compensation	6140	\$ 13,204.65	\$ 95,877.61	\$ 105,205.37	\$ 222,963.00	\$ 117,757.63	47.19%
Unemployment Insurance	6150	\$ -	\$ 39.41	\$ 1,132.00	\$ 15,000.00	\$ 13,868.00	7.55%
Loan - Pension Obligation	6160	\$ -	\$ 265,786.00	\$ 132,893.00	\$ 132,893.00	\$ 129,968.37	100.00%
PERS Unfunded Liability	6170	\$ -	\$ 501,541.00	\$ 508,376.00	\$ 565,994.00	\$ 57,618.00	89.82%
Personnel		\$ 304,871.50	\$ 2,933,908.05	\$ 3,152,701.23	\$ 5,060,038.00	\$ 2,037,305.14	62.31%
YTD Comparison				\$ 218,793.18			
Services and Supplies							
Telephone/Internet	6210	\$ 2,555.88	\$ 14,457.41	\$ 14,271.08	\$ 23,132.00	\$ 8,860.92	61.69%
Internet Services	6220	\$ 3,562.84	\$ 17,639.00	\$ 36,155.88	\$ 61,125.00	\$ 24,969.12	59.15%
IT Infrastructure	6230	\$ 34.22	\$ 539.62	\$ 34.22	\$ 2,000.00	\$ 1,965.78	1.71%
Computer Hardware/Software	6240	\$ 5,012.08	\$ 8,125.05	\$ 43,927.95	\$ 60,534.00	\$ 16,606.05	72.57%
Pool Chemicals	6310	\$ 1,032.66	\$ 2,068.84	\$ 3,347.93	\$ 8,250.00	\$ 4,902.07	40.58%
Janitorial Supplies	6320	\$ -	\$ 25,560.89	\$ 26,611.29	\$ 48,408.00	\$ 21,796.71	54.97%
COVID-19 Supplies	6321	\$ -	\$ 80.44	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%
Kitchen Supplies	6330	\$ -	\$ -	\$ 74.84	\$ 1,200.00	\$ 1,125.16	6.24%
Food Supplies	6340	\$ 317.24	\$ 560.80	\$ 4,195.57	\$ 14,850.00	\$ 10,654.43	28.25%
Water Maint & Service	6350	\$ (2,063.63)	\$ 356.80	\$ 535.33	\$ 1,265.00	\$ 729.67	42.32%
Laundry/Wash Service	6360	\$ -	\$ -	\$ -	\$ 1,220.00	\$ 1,220.00	0.00%
Medical Supplies	6380	\$ -	\$ -	\$ -	\$ 1,050.00	\$ 1,050.00	0.00%
Insurance Liability	6410	\$ -	\$ 236,698.00	\$ 289,778.00	\$ 284,038.00	\$ (5,740.00)	102.02%
Equipment Maintenance	6500	\$ -	\$ 99.09	\$ 24.54	\$ 1,000.00	\$ 975.46	2.45%
Fuel	6510	\$ 4,331.99	\$ 31,426.52	\$ 40,167.87	\$ 73,590.00	\$ 33,422.13	54.58%
Vehicle Maintenance	6520	\$ 2,944.19	\$ 16,685.57	\$ 26,931.85	\$ 35,400.00	\$ 8,468.15	76.08%
Building Maintenance	6600	\$ -	\$ -	\$ 24.14	\$ -	\$ (24.14)	-
Building Repair	6610	\$ 9,649.23	\$ 24,086.31	\$ 40,555.40	\$ 85,500.00	\$ 44,944.60	47.43%
HVAC	6620	\$ 207.30	\$ 5,130.51	\$ 4,754.98	\$ 8,820.00	\$ 4,065.02	53.91%
Playground Maintenance	6630	\$ 2,047.50	\$ 959.59	\$ 8,798.46	\$ 40,000.00	\$ 31,201.54	22.00%
Grounds Maintenance	6710	\$ 8,154.45	\$ 44,077.09	\$ 69,464.16	\$ 81,420.00	\$ 11,955.84	85.32%
Tree Care	6719	\$ -	\$ -	\$ 31,168.49	\$ 30,000.00	\$ (1,168.49)	103.89%
Park Amenities - Assess	6722	\$ (9,863.00)	\$ -	\$ -	\$ -	\$ -	-
Fee Schedule	6727	\$ -	\$ -	\$ 13,050.00	\$ 13,050.00	\$ -	100.00%
Contracted Pest Control	6730	\$ -	\$ 1,200.00	\$ 3,000.00	\$ 3,000.00	\$ -	100.00%
Rubbish & Refuse	6740	\$ 947.39	\$ 46,110.74	\$ 47,451.12	\$ 79,830.00	\$ 32,378.88	59.44%
Vandalism/Theft	6750	\$ -	\$ 50.19	\$ 590.79	\$ 500.00	\$ (90.79)	118.16%
Memberships	6810	\$ -	\$ 12,890.00	\$ 14,192.82	\$ 15,047.00	\$ 854.18	94.32%
Office Supplies	6910	\$ 717.18	\$ 8,065.52	\$ 3,571.87	\$ 25,020.00	\$ 21,448.13	14.28%
Postage Expense	6920	\$ 250.00	\$ 6,977.08	\$ 12,407.50	\$ 18,640.00	\$ 6,232.50	66.56%
Advertising Expense	6930	\$ 105.00	\$ 900.00	\$ 317.38	\$ 3,490.00	\$ 3,172.62	9.09%
Printing Charges	6940	\$ 87.55	\$ 4,855.75	\$ 4,777.36	\$ 8,935.00	\$ 4,157.64	53.47%
Bank & Registration Fees	6950	\$ 124.42	\$ 53,185.45	\$ 1,673.84	\$ 3,920.00	\$ 2,246.16	42.70%
Approp Redev/Collection Fees	6960	\$ -	\$ 271,904.71	\$ 320,107.31	\$ 552,000.00	\$ 231,892.69	57.99%
Minor Furn Fixture & Equip	6980	\$ -	\$ 861.23	\$ 784.23	\$ 1,137.00	\$ 352.77	68.97%

General Ledger
Fund 10 General Fund
February 2023 66.7%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Fingerprint Fees (HR)	7010	\$ 79.00	\$ 348.00	\$ 971.00	\$ 3,360.00	\$ 2,389.00	28.90%
Fire & Safety Insp Fees	7020	\$ -	\$ -	\$ 144.11	\$ 4,725.00	\$ 4,580.89	3.05%
Permit & Licensing Fees	7030	\$ (120.22)	\$ 3,628.40	\$ 4,794.74	\$ 6,550.00	\$ 1,755.26	73.20%
State License Fee	7040	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%
Professional Services	7100	\$ -	\$ 39,208.00	\$ 9,915.00	\$ 147,501.00	\$ 137,586.00	6.72%
Legal Services	7110	\$ 4,686.00	\$ 32,195.70	\$ 38,032.97	\$ 90,000.00	\$ 51,967.03	42.26%
Typeset and Print Services	7115	\$ -	\$ 10,738.77	\$ 22,907.72	\$ 36,600.00	\$ 13,692.28	62.59%
Instructor Services	7120	\$ 12,770.70	\$ 74,272.46	\$ 80,194.09	\$ 77,265.00	\$ (2,929.09)	103.79%
PERS Admin Fees	7125	\$ 157.83	\$ 915.70	\$ 908.05	\$ 2,200.00	\$ 1,291.95	41.28%
Audit Services	7130	\$ -	\$ 9,000.00	\$ 11,500.00	\$ 20,875.00	\$ 9,375.00	55.09%
Medical & Health Svcs (HR)	7140	\$ 360.00	\$ 1,230.00	\$ 2,973.44	\$ 12,170.00	\$ 9,196.56	24.43%
Security Services	7150	\$ 330.00	\$ 1,855.00	\$ 1,800.00	\$ 5,422.00	\$ 3,622.00	33.20%
Entertainment Services	7160	\$ -	\$ 118.72	\$ 432.25	\$ 5,800.00	\$ 5,367.75	7.45%
Business Services	7180	\$ 1,985.58	\$ 47,653.74	\$ 38,405.84	\$ 107,769.00	\$ 69,363.16	35.64%
Umpire/Referee Services	7190	\$ -	\$ 1,065.00	\$ 1,150.00	\$ 1,650.00	\$ 500.00	69.70%
Subscriptions	7210	\$ 9.99	\$ 105.93	\$ 189.93	\$ 2,550.00	\$ 2,360.07	7.45%
Rents & Leases - Equip	7310	\$ 396.99	\$ 1,873.92	\$ 9,079.34	\$ 31,620.00	\$ 22,540.66	28.71%
Bldg/Field Leases & Rental	7320	\$ 60.00	\$ (250.00)	\$ 60.00	\$ 60.00	\$ -	100.00%
Event Supplies	7410	\$ 1,087.08	\$ 687.99	\$ 4,290.35	\$ 6,040.00	\$ 1,749.65	71.03%
Supplies	7420	\$ 4,051.23	\$ 3,582.15	\$ 23,714.50	\$ 11,500.00	\$ (12,214.50)	206.21%
Bingo Supplies	7430	\$ 695.41	\$ 3,145.12	\$ 2,818.16	\$ 4,800.00	\$ 1,981.84	58.71%
Sporting Goods	7440	\$ 1,415.70	\$ 2,316.71	\$ 5,397.54	\$ 7,700.00	\$ 2,302.46	70.10%
Arts and Craft Supplies	7450	\$ -	\$ -	\$ -	\$ 4,025.00	\$ 4,025.00	0.00%
Training Supplies	7460	\$ 523.17	\$ 30.00	\$ 603.17	\$ 1,920.00	\$ 1,316.83	31.42%
Small Tools	7500	\$ 2,480.84	\$ 2,354.01	\$ 3,905.96	\$ 6,000.00	\$ 2,094.04	65.10%
Safety Supplies	7510	\$ -	\$ 920.82	\$ 1,553.20	\$ 4,215.00	\$ 2,661.80	36.85%
Uniform Allowance	7610	\$ -	\$ 5,851.94	\$ 7,519.69	\$ 12,490.00	\$ 4,970.31	60.21%
Safety Clothing	7620	\$ 177.79	\$ 450.00	\$ 1,173.84	\$ 5,404.00	\$ 4,230.16	21.72%
Transportation and Travel	7700	\$ -	\$ -	\$ -	\$ 600.00	\$ 600.00	0.00%
Conference&Seminar Staff	7710	\$ 210.00	\$ 4,978.95	\$ 11,377.41	\$ 30,591.00	\$ 19,213.59	37.19%
Conference&Seminar Board	7715	\$ 100.00	\$ 217.00	\$ 210.00	\$ 4,450.00	\$ 4,240.00	4.72%
Conference&Seminar Travel Exp	7720	\$ -	\$ 2,729.15	\$ 3,264.64	\$ 26,949.00	\$ 23,684.36	12.11%
Out of Town Travel Board	7725	\$ -	\$ 1,221.94	\$ 828.30	\$ 2,420.00	\$ 1,591.70	34.23%
Private Vehicle Mileage	7730	\$ 102.85	\$ -	\$ 1,044.17	\$ 6,025.00	\$ 4,980.83	17.33%
Buses/Excursions	7750	\$ -	\$ -	\$ 4,900.89	\$ 33,500.00	\$ 28,599.11	14.63%
Tuition/Book Reimbursement	7760	\$ 100.00	\$ -	\$ 100.00	\$ 4,000.00	\$ 3,900.00	2.50%
Utilities - Gas	7810	\$ 16,174.67	\$ 24,014.99	\$ 39,882.18	\$ 38,740.00	\$ (1,142.18)	102.95%
Utilities - Water	7820	\$ 12,356.88	\$ 452,175.62	\$ 424,550.38	\$ 910,143.00	\$ 485,592.62	46.65%
Utilities - Electric	7830	\$ 9,915.28	\$ 128,290.77	\$ 88,300.39	\$ 217,575.00	\$ 129,274.61	40.58%
Airport Assessment Exp	7840	\$ -	\$ -	\$ -	\$ 14,000.00	\$ 14,000.00	0.00%
Awards and Certificates	7910	\$ 133.06	\$ 7,144.60	\$ 8,257.15	\$ 16,130.00	\$ 7,872.85	51.19%
Meals for Staff Training	7920	\$ 107.82	\$ 662.47	\$ 611.68	\$ 3,500.00	\$ 2,888.32	17.48%
Employee Morale	7930	\$ 342.35	\$ 2,496.77	\$ 2,210.91	\$ 5,500.00	\$ 3,289.09	40.20%
COP Debt - PV Fields	7950	\$ -	\$ -	\$ -	\$ 217,560.00	\$ 217,560.00	0.00%
Reserve Computer Fleet	7971	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	100.00%
Reserve Dry Period	7973	\$ -	\$ 24,430.00	\$ 65,203.00	\$ 65,203.00	\$ 65,203.00	100.00%
Reserve Capital Improvements	7974	\$ -	\$ -	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	100.00%
Reserve Repair/Oper/Admin	7975	\$ -	\$ 66,666.67	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	100.00%
Reserve - Compensated Absences	7976	\$ -	\$ -	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	100.00%
Services and Supplies		\$ 100,844.49	\$ 1,793,879.21	\$ 2,057,922.19	\$ 3,876,468.00	\$ 1,953,748.81	53.09%
YTD Comparison				\$ 264,042.98			
Capital							
General Capital	8400	\$ -	\$ -	\$ 316.88	\$ 765,000.00	\$ 764,683.12	0.04%
Equip/Facility Replacement	8420	\$ 31,354.58	\$ 29,984.93	\$ 92,617.08	\$ 97,500.00	\$ 4,882.92	94.99%
ECAA Loan-Lighting Project	8483	\$ 1,983.08	\$ 52.50	\$ 29,365.93	\$ -	\$ (29,365.93)	-
Prop 68-Arneill Ranch Park	8496	\$ (72,605.21)	\$ 77,800.00	\$ 51,731.16	\$ 3,080.00	\$ (48,651.16)	1679.58%
Micracle League 805 Ballfield	8497	\$ -	\$ -	\$ -	\$ -	\$ -	-
MO Tennis Court Refinish	8498	\$ 86,000.00	\$ -	\$ 86,000.00	\$ -	\$ (86,000.00)	-
Community Center Sewer Line	8499	\$ 28,025.00	\$ -	\$ 28,025.00	\$ -	\$ (28,025.00)	-
Cam Grove Septic Tank	8500	\$ 72,605.21	\$ -	\$ 72,605.21	\$ -	\$ (72,605.21)	-
Capital		\$ 147,362.66	\$ 107,837.43	\$ 360,661.26	\$ 865,580.00	\$ 504,918.74	41.67%
YTD Comparison				\$ 252,823.83			
Expense		\$ 553,078.65	\$ 4,835,624.69	\$ 5,571,284.68	\$ 9,802,086.00	\$ 4,495,972.69	54.13%
YTD Comparison				\$ 735,659.99			
Revenue Total		\$ 448,204.39	\$ 5,647,305.15	\$ 6,473,934.42	\$ 8,943,311.00	\$ 2,469,376.58	72.39%
Expense Total		\$ 553,078.65	\$ 4,835,624.69	\$ 5,571,284.68	\$ 9,802,086.00	\$ 4,495,972.69	54.13%
YTD Revenue-Expenses			\$ 811,680.46	\$ 902,649.74			
YTD Comparison				\$ 90,969.28			

General Ledger
Fund 20 Assessment Fund
February 2023 66.7%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Tax Apportionment	5110-5240	\$ -	\$ -	\$ -	\$ (238.00)	\$ (238.00)	0.00%
Interest Earnings	5310	\$ -	\$ (193.43)	\$ (7,665.05)	\$ -	\$ 7,665.05	0.00%
Assessment Revenue	5500	\$ (3,664.85)	\$ (716,722.21)	\$ (833,963.36)	\$ (1,251,393.00)	\$ (417,429.64)	66.64%
Revenue		\$ 3,664.85	\$ 716,915.64	\$ 841,628.41	\$ 1,251,631.00	\$ 410,002.59	67.24%
Personnel							
Full Time Salaries	6100	\$ 1,834.81	\$ 13,150.47	\$ 14,719.29	\$ 21,048.00	\$ 6,328.71	69.93%
Overtime Salaries	6101	\$ -	\$ 66.98	\$ 10.32	\$ -	\$ (10.32)	0.00%
Cell Phone Allowance	6108	\$ 13.86	\$ 119.86	\$ 117.81	\$ 162.00	\$ 44.19	72.72%
Retirement	6120	\$ 299.94	\$ 2,117.85	\$ 2,411.49	\$ 3,601.00	\$ 1,189.51	66.97%
Employee Insurance	6130	\$ 422.72	\$ 1,964.13	\$ 3,113.90	\$ 4,386.00	\$ 1,272.10	71.00%
Workers Compensation	6140	\$ 207.63	\$ 1,397.09	\$ 1,649.61	\$ 2,787.00	\$ 1,137.39	59.19%
Personnel		\$ 2,778.96	\$ 18,816.38	\$ 22,022.42	\$ 31,984.00	\$ 9,961.58	68.85%
Services and Supplies							
Incidental Costs - Assess	6709	\$ 8,915.15	\$ 28,759.18	\$ 18,522.28	\$ 19,444.00	\$ 921.72	95.26%
Tree Care	6719	\$ 1,037.57	\$ 48,400.00	\$ 38,390.85	\$ 88,502.00	\$ 50,111.15	43.38%
Contracted LS Services	6720	\$ 42,968.19	\$ 287,247.60	\$ 300,777.33	\$ 516,049.00	\$ 215,271.67	58.28%
Park Amenities - Assess	6722	\$ 17,494.98	\$ 1,699.42	\$ 28,810.62	\$ 34,000.00	\$ 5,189.38	84.74%
Bank & Registration Fees	6950	\$ -	\$ -	\$ -	\$ 70.00	\$ 70.00	0.00%
Approp Redev/Collection Fees	6960	\$ -	\$ 1,736.59	\$ -	\$ 3,500.00	\$ 3,500.00	0.00%
COP Debt - PV Fields	7950	\$ -	\$ 529,759.38	\$ 533,756.09	\$ 529,760.00	\$ (3,996.09)	100.75%
Services and Supplies		\$ 70,415.89	\$ 897,602.17	\$ 920,257.17	\$ 1,191,325.00	\$ 271,067.83	77.25%
Expense		\$ 73,194.85	\$ 916,418.55	\$ 942,279.59	\$ 1,223,309.00	\$ 281,029.41	77.03%
Revenue Total		\$ 3,664.85	\$ 716,915.64	\$ 841,628.41	\$ 1,251,631.00	\$ 410,002.59	67.24%
Expense Total		\$ 73,194.85	\$ 916,418.55	\$ 942,279.59	\$ 1,223,309.00	\$ 281,029.41	77.03%
YTD Revenue-Expenses			\$ (916,418.55)	\$ (942,279.59)			
YTD Comparison				\$ (25,861.04)			

General Ledger
Fund 30 Quimby Fund
February 2023 66.7%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Interest Earnings	5310	\$ -	\$ (5,598.86)	\$ (21,043.07)	\$ (5,125.00)	\$ 15,918.07	410.60%
Park Dedication Fees	5400	\$ -	\$ -	\$ (3,466,172.45)	\$ -	\$ 3,466,172.45	0.00%
Revenue		\$ -	\$ 5,598.86	\$ 3,487,215.52	\$ 5,125.00	\$ (3,482,090.52)	68043.23%
Services and Supplies							
Bank & Registration Fees	6950	\$ -	\$ 36.00	\$ 10.00	\$ -	\$ (10.00)	0.00%
Services and Supplies		\$ -	\$ 36.00	\$ 10.00	\$ -	\$ (10.00)	0.00%
Capital							
General Capital	8400	\$ -	\$ -	\$ -	\$ 1,400,000.00	\$ 1,400,000.00	0.00%
Arnell Ranch Park Renovation	8464	\$ -	\$ 1,193,414.82	\$ 13,520.66	\$ 93,008.59	\$ 79,487.93	14.54%
Pickleball Sports Complex	8493	\$ 2,300.81	\$ -	\$ 21,304.17	\$ 1,382,519.19	\$ 1,361,215.02	1.54%
Capital		\$ 2,300.81	\$ 1,193,414.82	\$ 34,824.83	\$ 2,875,527.78	\$ 2,840,702.95	1.21%
Expense		\$ 2,300.81	\$ 1,193,450.82	\$ 34,834.83	\$ 2,875,527.78	\$ 2,840,692.95	1.21%
Revenue Total		\$ -	\$ 5,598.86	\$ 3,487,215.52	\$ 5,125.00	\$ (3,482,090.52)	68043.23%
Expense Total		\$ 2,300.81	\$ 1,193,450.82	\$ 34,834.83	\$ 2,875,527.78	\$ 2,840,692.95	1.21%
YTD Revenue-Expenses		\$ -	\$ (1,187,851.96)	\$ 3,452,380.69			
YTD Comparison				\$ 2,264,528.73			

Date Received	Amount	Amount Earmarked	Developer	Development Case #	Amount Expended	Balance	Allocation Date
7/31/14	\$ 615,709.00	\$ 720,600.00	AMLI Residential	Springville (RPD-173)	\$ 615,709.00	\$ -	7/31/2019
1/31/15	\$ 2,250,489.70	\$ 2,250,489.70	Fairfield LLC		\$ 1,894,525.49	\$ 355,964.21	1/31/2020
8/8/16	\$ 2,649,209.00	\$ 3,200,000.00	Comstock/Elacora Mission Oaks		\$ 1,725,314.68	\$ 923,894.32	8/8/2021
8/10/16	\$ 474,353.00	\$ 629,500.00	KB Homes**		\$ 230,159.82	\$ 244,193.18	8/10/2021
6/7/18	\$ 21,612.25	\$ -	Crestview		\$ -	\$ 21,612.25	6/7/2023
6/27/18	\$ -	\$ -	Aldersgate Construction		\$ 146,682.55	\$ -	REFUNDED
3/6/19	\$ 35,242.00	\$ -	Habitat for Humanity		\$ -	\$ 35,242.00	3/6/2024
9/12/19	\$ -	\$ -	Aldersgate Construction		\$ 92,200.46	\$ -	REFUNDED
11/21/19	\$ 1,264,500.00	\$ -	Shea Homes		\$ -	\$ 1,264,500.00	11/21/2024
7/29/22	\$ 2,840,447.45	\$ -	Williams Homes		\$ -	\$ 2,840,447.45	7/29/2027
8/5/22	\$ 347,625.00	\$ -	Somis Ranch Phase 1		\$ -	\$ 347,625.00	8/5/2027
10/20/22	\$ 278,100.00	\$ -	Somis Ranch Phase 2		\$ -	\$ 278,100.00	10/20/2027
Total	\$ 10,777,287.40	\$ 6,800,589.70			\$ 4,704,592.00	\$ 6,311,578.41	

*Amount allocated exceeds fee total due to Valle Lindo Restroom Project, excess expenses to be allocated from KB Homes
 **Expenses for Valle Lindo above AMLI fee amount allocated here, full allocated amount yet to be spent

General Ledger
Fund 40 Park Impact Fee Fund
February 2023 66.7%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Interest Earnings	5310	\$ -	\$ -	\$ (2,059.71)	\$ (66.00)	1,993.71	3120.77%
Park Impact Fees	5450	\$ -	\$ (165,364.20)	\$ (7,931.19)	\$ -	7,931.19	0.00%
Revenue		\$ -	\$ 165,364.20	\$ 9,990.90	\$ 66.00	\$ (9,924.90)	15137.73%
Revenue Total		\$ -	\$ 165,364.20	\$ 9,990.90	\$ 66.00	\$ (9,924.90)	15137.73%
Expense Total		\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

General Ledger
Fund 50 CDBG Fund
February 2023 66.7%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Staffing Cost Recovery	5563	\$ -	\$ -	\$ -	\$ (42,428.00)	\$ (42,428.00)	0.00%
CDBG - Food Share	5577	\$ (18,877.71)	\$ -	\$ (29,319.01)	\$ -	\$ 29,319.01	0.00%
Revenue		\$ 18,877.71	\$ -	\$ 29,319.01	\$ 42,428.00	\$ 13,108.99	69.10%
Personnel							
Full Time Salaries	6100	\$ 127.88	\$ 12,351.52	\$ 2,309.64	\$ 34,508.00	\$ 32,198.36	6.69%
Part-Time Salaries	6110	\$ 2,663.31	\$ 1,112.00	\$ 20,385.43	\$ 5,333.00	\$ (15,052.43)	382.25%
Retirement	6120	\$ 383.23	\$ 279.44	\$ 3,079.75	\$ -	\$ (3,079.75)	0.00%
Employee Insurance	6130	\$ 1.64	\$ 18.19	\$ 12.22	\$ -	\$ (12.22)	0.00%
Workers Compensation	6140	\$ 38.79	\$ 42.50	\$ 370.15	\$ -	\$ (370.15)	0.00%
Personnel		\$ 3,214.85	\$ 13,803.65	\$ 26,157.19	\$ 39,841.00	\$ 13,683.81	65.65%
Expense		\$ 3,214.85	\$ 13,803.65	\$ 26,157.19	\$ 39,841.00	\$ 13,683.81	65.65%
Revenue Total		\$ 18,877.71	\$ -	\$ 29,319.01	\$ 42,428.00	\$ 13,108.99	69.10%
Expense Total		\$ 3,214.85	\$ 13,803.65	\$ 26,157.19	\$ 39,841.00	\$ 13,683.81	65.65%

General Ledger
Fund 60 Restricted Donations
February 2023 66.7%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Restricted Donations	5576	\$ -	\$ -	\$ (1,308,170.00)	\$ -	\$ 1,308,170.00	0.00%
Interest Earnings	5310	\$ -	\$ -	\$ (215.04)	\$ -	\$ 215.04	0.00%
Revenue		\$ -	\$ -	\$ 1,308,385.04	\$ -	\$ (1,308,385.04)	0.00%
Services and Supplies							
Bank Charges	6955	\$ -	\$ -	\$ 12.00	\$ -	\$ (12.00)	0.00%
Services and Supplies		\$ -	\$ -	\$ 12.00	\$ -	\$ (12.00)	0.00%
Capital							
Micracle League 805 Ballfield	8497	\$ 520.28	\$ -	\$ 520.28	\$ -	\$ (520.28)	0.00%
Capital		\$ 520.28	\$ -	\$ 520.28	\$ -	\$ (520.28)	0.00%
Expense		\$ 520.28	\$ -	\$ 532.28	\$ -	\$ (532.28)	0.00%
Revenue Total		\$ -	\$ -	\$ 1,308,385.04	\$ -	\$ (1,308,385.04)	0.00%
Expense Total		\$ 520.28	\$ -	\$ 532.28	\$ -	\$ (532.28)	0.00%
Revenue minus Expenses				#REF!			

Pleasant Valley Recreation and Park District
 Monthly AP, Payroll, Wire, Online Payment Report
 February 2023

	Date	Amount	
Accounts Payables:	2/28/2023	\$ 327,927.10	
	Total	\$ 327,927.10	
Payroll (Total Cost):	2/2/2023	\$ 154,206.06	
	2/16/2023	\$ 155,588.57	
	Total	\$ 309,794.63	
Outgoing:Online Payments			
	2/1/2023	\$ 42,602.78	PERS Health Insurance Premium
	2/1/2023	\$ 16,298.66	CALPERS - Ret PR 2/2/2023
	2/2/2023	\$ 3,412.31	Guardian
	2/2/2023	\$ 583.80	VSP
	2/2/2023	\$ 2,273.87	Hartford
	2/16/2023	\$ 16,282.07	CALPERS- Ret-PR-2/16/23
	Total	\$ 81,453.49	
	Grand Total	\$ 719,175.22	

CASH REPORT

	2/28/2023	2/28/2022
	Balance	Balance
Restricted Funds		
Debt Service - Restricted	\$ 142,179.35	\$ 135,569.70
457 Pension Trust Restricted	\$ 69,178.39	\$ 75,376.80
Quimby Fee - Restricted	\$ 1,098,133.57	\$ 321,613.52
Ventura County Pool - Restricted	\$ 5,645,496.22	\$ 3,305,160.70
Park Impact Fees	\$ 182,350.00	\$ 165,364.20
Miracle League 805	\$ 1,307,852.76	\$ -
FCDP Checking	\$ 13,601.16	\$ 13,846.66
Total	\$ 8,458,791.45	\$ 4,016,931.58

Semi-Restricted Funds		
Assessment	\$ 961,774.10	\$ 768,711.14
Capital Reserves	\$ 500,000.00	\$ 620,524.89
Capital - Vehicle Replacement	\$ 49,843.80	\$ 79,843.80
Designated Project	\$ 230,484.00	\$ 230,484.00
LAIF - Capital	\$ 1,350,318.77	\$ 2,072,848.10
PacWest/CalCLASS - Capital	\$ 1,847,858.65	\$ -
Contingency - Dry Period	\$ 462,337.09	\$ 397,645.00
Contingency - Compensated Absences	\$ 100,000.00	\$ -
Contingency - Vehicle Reserve	\$ 30,000.00	\$ -
Contingency - Computer	\$ 25,000.00	\$ 20,000.00
Contingency - Repair/Oper/Admin	\$ 320,000.00	\$ 265,000.00
Total	\$ 5,877,616.41	\$ 4,455,056.93

Unrestricted Funds		
Contingency	\$ 4,006,230.08	\$ 3,932,476.74
LAIF/Cal Trust - Contingency	\$ -	\$ -
General Fund Checking	\$ 619,368.33	\$ 223,799.25
Total	\$ 4,625,598.41	\$ 4,156,275.99

Total of all Funds **\$ 18,962,006.27** **\$ 12,628,264.50**

	3/6/2023	3/31/2022
	Balance	Balance
Restricted Funds		
Debt Service - Restricted	\$ 142,179.35	\$ 135,581.71
457 Pension Trust Restricted	\$ 69,178.39	\$ 75,278.42
Quimby Fee - Restricted	\$ 1,098,133.57	\$ 198,307.05
Ventura County Pool - Restricted	\$ 5,645,496.22	\$ 3,305,160.70
Park Impact Fees	\$ 182,350.00	\$ 172,347.20
Miracle League 805	\$ 1,307,852.76	\$ -
FCDP Checking	\$ 13,601.16	\$ 13,846.66
Total	\$ 8,458,791.45	\$ 4,016,931.58

Semi-Restricted Funds		
Assessment	\$ 960,438.78	\$ 744,494.00
Capital Reserves	\$ 500,000.00	\$ 620,750.96
Capital - Vehicle Replacement	\$ 49,843.80	\$ 79,843.80
Designated Project	\$ 230,484.00	\$ 230,484.00
LAIF - Capital	\$ 1,350,318.77	\$ 2,532,276.44
PacWest/CalCLASS - Capital	\$ 1,847,858.65	\$ -
Contingency - Dry Period	\$ 462,337.09	\$ 397,645.00
Contingency - Compensated Absences	\$ 100,000.00	\$ 75,000.00
Contingency - Vehicle Replacement	\$ 30,000.00	\$ -
Contingency - Computer	\$ 25,000.00	\$ 20,000.00
Contingency - Repair/Oper/Admin	\$ 320,000.00	\$ 300,000.00
Total	\$ 5,876,281.09	\$ 5,000,494.20

Unrestricted Funds		
Contingency	\$ 4,006,230.08	\$ 2,956,756.09
LAIF/Cal Trust - Contingency	\$ -	\$ -
General Fund Checking	\$ 447,545.64	\$ 191,533.74
Total	\$ 4,453,775.72	\$ 3,148,289.83

Total of all Funds **\$ 18,788,848.26** **\$ 12,165,715.61**

Bank Reconciliation

Board Audit

User: cwebster
 Printed: 03/06/2023 - 7:50AM
 Date Range: 02/01/2023 - 02/28/2023
 Systems: 'AP'



Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 10 General Fund				
Department: 00 Non Departmentalized				
25901	KEN GRODY FORD	KEN GRODY FORD: 2023 FORD M.	02/03/2023	31,354.58
25909	CAMARILLO QUILTERS ASSOC.	CAM QUILTERS: CONTRACT# 225	02/09/2023	50.00
25912	DIAL SECURITY	DIAL SECURITY: 1/14/2023 EVENT	02/09/2023	725.00
25916	JTEC COPORATION	JTEC CORP: SEWER LINES PROJE	02/09/2023	28,025.00
25923	PACIFIC TENNIS COURTS INC	PACIFIC TENNIS COURTS: RESUR	02/09/2023	86,000.00
25933	HUB INTERNATIONAL INSURANC	HUB INTERNATIONAL: JAN 2023 I	02/09/2023	787.00
Total for Department: 00 Non Departmentalized				146,941.58
Department: 03 Recreation				
0	AMAZON	AMAZON: DECK OF CARDS	02/09/2023	345.73
0	ANN M. WRIGHT	WRIGHT, A: BEG DVING / 3 PARTI	02/09/2023	58.50
0	BRIANA RAMOS	RAMOS, B: MILEAGE REIMB	02/09/2023	19.65
0	DEBRA GREENWOOD	GREENWOOD, D: 2022-10/18 - 2023	02/09/2023	1,547.65
0	ESTELA LIZARRAGA	LIZARRAGA, E: JANUARY 2023 CI	02/09/2023	1,231.75
0	J. THAYER COMPANY	J THAYER: NAPKINS	02/09/2023	62.52
0	JANET SNYDER	SNYDER, J: FOXTROT / WALTZ / 1:	02/09/2023	554.40
0	JOHN SOFER	SOFER, J: JAN 2023 MILEAGE REI	02/09/2023	27.51
0	KATIE SHINDEN	SHINDEN, K: WINTER SESSION 1,	02/09/2023	1,216.80
0	MACY TRUEBLOOD	TRUEBLOOD, M: JAN 2023 MILEA	02/09/2023	22.93
0	MELANIE BURKE	BURKE, M: GUM PASTE CLASS / 3	02/09/2023	263.25
0	MUSCO SPORTS LIGHTING	MUSCO: CONTROL LINK SVC FEE	02/23/2023	1,425.00
0	OLIVIA LLOYD	LLOYD, O: JAN MILEAGE REIMB	02/09/2023	9.17
0	PATRICIA J. BOLLAND	BOLLAND, P: JAZZERCISE CLASS	02/09/2023	832.00
0	US BANK	US BANK: CAL CARD STMT 2023-	02/09/2023	1,656.04
25907	BINGO WEST #4	BINGO WEST: BINGO SUPPIES	02/09/2023	695.41
25911	CUMULUS BROADCASTING INC.	CUMULUS MEDIA: KBBY CHRIST	02/09/2023	2,500.00
25926	ULINE	ULINE: GROCERY BAGS	02/09/2023	853.97
25930	CITY OF CAMARILLO	CITY OF CAMARILLO: CHRISTMA	02/09/2023	7,550.96
25931	THOMAS COSTA	COSTA, T: PICKLEBALL CLASS/ N	02/09/2023	1,905.15
25932	SANDRA DIXON	DIXON, S: PRESCHOOL BALLE	02/09/2023	442.00
25934	ROBERT INGLIS	INGLIS, R: BUBBLEMAKER/SCUB	02/09/2023	146.25
25936	LUCILE B. MOSIER	MOSIER, L: DEC 2022 CLASS / 3 P	02/09/2023	1,072.50
25938	RAEHEL BERNICE SANTOS	SANTOS, R: TOT CLASS / 2 PARTI	02/09/2023	175.50
25940	DUNCAN YOUNG	YOUNG, D: GYMNASTIC CLASSE	02/09/2023	1,017.90
25941	YOUTH EVOLUTION ACTIVITIES	YOUTH EVOLUTION: BASKETBA	02/09/2023	912.60
25946	BOWNET	BOWNET: 1 DOZEN SOFTBALLS	02/23/2023	1,415.70
25951	E.J. HARRISON ROLLOFFS	EJ HARRISON ROLLOFFS: CHRIS	02/23/2023	474.39
25952	DANIEL E. HOWARD	HOWARD, D: JU-JITSU CLASSES	02/23/2023	429.00
25955	BRYAN MONKA	MONKA, B: JAN 2023 SOCCER CL	02/23/2023	840.45
Total for Department: 03 Recreation				29,704.68
Department: 04 Parks				
0	CITY OF CAMARILLO	CITY OF CAMARILLO: SVC DATE	02/02/2023	10,474.00
0	GRAINGER	GRAINGER: BACKPACK BLOWER	02/09/2023	1,994.90
0	GRAINGER	GRAINGER: GOOSENECK CHROM	02/23/2023	637.23
0	LINCOLN AQUATICS	LINCOLN AQUATICS: CHLORINE/	02/09/2023	1,652.97
0	LINCOLN AQUATICS	LINCOLN AQUATICS: GROOVED C	02/23/2023	359.28

Check No.	Vendor/Employee	Transaction Description	Date	Amount
0	MICHAEL GUERRERO	GUERRERO, M: REIMB BOOTS	02/09/2023	177.79
0	SOCAL GAS COMPANY	SCG: SVC DATE 2022-12/30 - 2023-	02/06/2023	16,174.67
0	SOUTHERN CALIF EDISON COMP/	SCE: SVC DATE 12/29/2022 - 1/29/21	02/10/2023	6,153.48
0	SOUTHERN CALIF EDISON COMP/	SCE: SVC DATE 2023-1/20 - 2/16 / L	02/22/2023	3,761.80
0	SPRINT	SPRINT-TMOBILE: BILL PERIOD 2	02/23/2023	253.53
0	UNITED SITE SERVICES OF CA INC	UNITED SITE: DXR RESTROOM/ S	02/09/2023	396.99
0	US BANK	US BANK: CAL CARD STMT 2023-	02/09/2023	3,847.64
0	WATER & SANITATION SERVICES	WATER & SANITATION: SVC DATI	02/09/2023	814.56
0	WEX BANK	WEX BANK: FUEL PURCHASES JA	02/09/2023	4,122.19
25904	AIRE SERV	AIRESERV: REPLACE 30 - 60 AMP	02/09/2023	207.30
25905	B & B DO IT CENTER	B&B: GOPHER TRAPS / PHOTO CE	02/09/2023	973.33
25910	CRESTVIEW MUTUAL WATER CO.	CRESTVIEW WATER: SVC DATE 1:	02/09/2023	54.00
25913	FUTURE PRO INC.	FUTURE PRO: PLAYGROUND BAS	02/09/2023	2,047.50
25914	HARBOR FREIGHT TOOLS	HARBOR FREIGHT: PVC RUBBER	02/09/2023	78.26
25915	JOHN DEERE FINANCIAL	JOHN DEERE FINANCIAL: TURF V	02/09/2023	240.43
25917	KASTLE KARE	KASTLE KARE: GOPHER MONTHI	02/09/2023	600.00
25921	NAPA AUTO PARTS	NAPA: TIRE SEAL/ SHOP	02/09/2023	499.99
25923	PACIFIC TENNIS COURTS INC	PACIFIC TENNIS COURTS: ADDL C	02/09/2023	2,400.00
25933	HUB INTERNATIONAL INSURANC	HUB INTERNATIONAL: JAN 2023 I	02/09/2023	-15.53
25937	PEACH HILL SOILS INC.	PEACH HILL SOILS: MOCHA DG /	02/09/2023	528.20
25939	SITEONE LANDSCAPE SUPPLY LL	SITEONE: CATCH CAN TRASH CA	02/09/2023	259.76
25944	AMERICAN RESOURCE RECVY	AMERICAN RESOURCE RECVY: J	02/23/2023	947.39
25945	B & B DO IT CENTER	B&B: RESTROOM PLUMBING / FR	02/23/2023	1,332.24
25947	CAMARILLO LAWNMOWER	CAM LAWNMOWER: OIL / CHAIN	02/23/2023	1,228.79
25948	CAMROSA WATER DISTRICT	CAMROSA: SVC DATES 12/31/2022	02/23/2023	1,014.32
25950	DOG WASTE DEPOT	DOG WASTE DEPOT: 102 CASES	02/23/2023	3,610.04
25954	LIGHTPOLES PLUS.COM	LIGHTPOLES.COM: LED LIGHT F	02/23/2023	2,010.94
25956	NAPA AUTO PARTS	NAPA: RETURN PLUG COIL	02/23/2023	226.61
25958	REPOWER SPECIALISTS LTD.	REPOWER: TORO SANDPRO	02/23/2023	1,945.00

Total for Department: 04 Parks

71,009.60

Department: 05 Administration

0	ALESHIRE & WYNDER LLP	ALESHIRE & WYNDER: LEGAL SV	02/23/2023	4,686.00
0	AMAZON	AMAZON: HDMI CABLE	02/09/2023	41.72
0	ANA CERROS	CERROS, A: MILEAGE REIMB JAI	02/09/2023	11.14
0	CHERYL PETERSON	PETERSON, C: MILEAGE REIMB -	02/09/2023	12.45
0	CULLIGAN OF VENTURA COUNTY	CULLIGAN: TICKET# 802898284	02/09/2023	46.45
0	J. THAYER COMPANY	J THAYER: PAPER	02/09/2023	693.60
0	QUADIANT FINANCE USA INC.	QUADIANT FINANCE: REPLENISE	02/23/2023	250.00
0	SPECTRUM BUSINESS	SPECTRUM: SVC DATE 2023-1/17 -	02/09/2023	17.08
0	US BANK	US BANK: CAL CARD STMT 2023-	02/09/2023	1,745.13
0	WATER & SANITATION SERVICES	WATER & SANITATION: SVC DATI	02/09/2023	0.75
25902	VENTURA COUNTY SPECIAL DIST	VCSDA: FEB 7, 2023 DINNER MEE	02/03/2023	125.00
25903	ADVANTAGE TELECOM/A+WIREL	ADVANTAGE TELCOM: PROGRAM	02/09/2023	641.83
25906	BAY ALARM	BAY ALARM: SVC DATE 2023-2/1 -	02/09/2023	330.00
25919	MOSS,LEVY & HARTZHEIM	MOSS, LEVY: 2020 AUDIT/REPLA	02/09/2023	5,000.00
25925	CODY SWANSON	SWANSON, C: 1/21/2023 HIKE	02/09/2023	62.50
25926	ULINE	ULINE: CLEAR INDUSTRIAL TOTI	02/09/2023	163.18
25927	ACCU-PRINTS/M&L PARTNERSHIP	ACCUPRINTS: FINGER PRINTING/	02/09/2023	15.00
25928	ADVANTAGE TELECOM/A+WIREL	ADVANTAGE: INTERNET SVC DA	02/09/2023	1,503.57
25929	ALLCONNECTED, INC.	ALLCONNECTED: SVC FEBRUAR	02/09/2023	3,562.84
25935	KONICA MINOLTA	KONICA MINOLTA: BILL DATE 20:	02/09/2023	87.55
25943	ADVANTAGE TELECOM/A+WIREL	ADVANTAGE: SVC NEW GREETIN	02/23/2023	145.00
25949	CENTERS FOR FAMILY HEALTH	CENTERS FOR FAMILY HEALTH: S	02/23/2023	360.00
25953	PAUL LERMA	LERMA, P: HIKE 2/4/2023	02/23/2023	62.50
25957	PONDEROSA FLOWER SHOP	PONDEROSA FLOWER SHOPPE: B	02/23/2023	91.06
25959	STATE OF CALIFORNIA DEPT. OF J	STATE OF CA - DEPT OF JUSTICE:	02/23/2023	64.00

Total for Department: 05 Administration

19,718.35

Total for Fund:10 General Fund

267,374.21

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 20 Assessment Fund				
Department: 00 Non Departmentalized				
0	BRIGHTVIEW LANDSCAPE SERVI	BRIGTVIEW LANDSCAPE: JAN 20:	02/09/2023	26,635.58
25908	BOETHING TREELAND FARMS INC	BOETHING: NEW TREES / CHART	02/09/2023	1,037.57
25920	MOST DEPENDABLE FOUNTAINS	MDF: ADA DRINKING FOUNTAIN/	02/09/2023	7,631.98
25922	NATURAL GREEN LANDSCAPES, I	NATURAL GREEN LANDSCAPE: J.	02/09/2023	16,332.61
25924	SCI CONSULTING GROUP	SCI CONSULTING: ASSESSMENT /	02/09/2023	8,915.15
Total for Department: 00 Non Departmentalized				60,552.89
Total for Fund:20 Assessment Fund				60,552.89

Check No.	Vendor/Employee	Transaction Description	Date	Amount
		Grand Total		327,927.10

Developer	Project			Quimby Funds			GL Code			
	No.	Location	Description	Budgeted	Expended	Awarded		Balance	Committed Date	Allocation Date
AMLI										
Public Hearing 7/5/2018	1	Nancy Bush	Nancy Bush Picnic Area(s)	\$ 45,600.00	\$ 29,585.62	\$ 615,709.00	\$ 615,709.00		7/31/2019	8446
Public Hearing 7/5/2018	2	Valle Lindo	Valle Lindo RR/Pavillion*	\$ 425,000.00	\$ 364,574.44	\$ 221,548.94	\$ 221,548.94	12/6/2018		8444
Public Hearing 7/5/2018	3	Nancy Bush	Nancy Bush Playground	\$ 250,000.00	\$ 221,548.94	\$ -	\$ -	10/3/2018		8445
TOTALS				\$ 720,600.00	\$ 615,709.00	\$ -	\$ -			
FAIRFIELD LLC										
Public Hearing 11/7/2018	1	Freedom	Freedom Baseball Fields- Non- Contract Cost	\$ 504,121.78	\$ -	\$ 2,250,489.70	\$ 2,250,489.70		1/31/2020	8459
	2	Freedom	Freedom Baseball Fields- Contract Cost	\$ 1,100,000.00	\$ 411,628.87	\$ -	\$ 1,746,367.92	11/7/2018		
Public Hearing 7/3/19	3	PVAC	PVAC Restrooms and Showers	\$ 500,000.00	\$ 647,336.74	\$ -	\$ 1,334,739.05			8469
Mid-Year Budget Adj. 2/5/2020	4	PV Fields	Fertilizer Injector System	\$ 60,000.00	\$ 50,788.90	\$ -	\$ 636,613.41			8478
	5		Senior and Community Rec Fac Project	\$ -	\$ -	\$ -	\$ 636,613.41			
	6		Senior and Community Rec Fac Exterior Proj	\$ -	\$ -	\$ -	\$ 636,613.41			
	7		Community Center Kitchen Expansion	\$ 250,000.00	\$ 280,649.20	\$ -	\$ 355,964.21			8480
	8		Community Center Classroom and Auditorium Enhancements	\$ -	\$ -	\$ -	\$ -			
	9		Freedom Park Parking Lot Enhancement	\$ -	\$ -	\$ -	\$ -			
	10		Freedom Park Landscape and Walking Path	\$ -	\$ -	\$ -	\$ -			
	11		Camarillo Grove Nature Center	\$ -	\$ -	\$ -	\$ -			
TOTALS				\$ 1,910,000.00	\$ 1,894,525.49	\$ 2,649,209.00	\$ 3,559,642.21		8/8/2021	
ELACORA MISSION OAKS										
Budget Allocation 11/5/2020	1	Encanto	PG Equipment Installation	\$ 189,887.74	\$ -	\$ 2,459,321.26	\$ 2,459,321.26	11/3/2016		8464
	2	Arnell Rch Pk	Arnell Ranch Park Renovation	\$ 1,500,000.00	\$ 1,496,641.96	\$ -	\$ 962,679.30	11/5/2020		8493
	3		Pickleball	\$ 1,400,000.00	\$ 38,784.98	\$ -	\$ 923,894.32			
	4		Camarillo Nature Center	\$ 300,000.00	\$ -	\$ -	\$ 923,894.32			
	5		Freedom Park Landscape and Walking Path	\$ -	\$ -	\$ -	\$ 923,894.32			
			Freedom Baseball Fields	\$ -	\$ -	\$ -	\$ 923,894.32			
TOTALS				\$ 3,200,000.00	\$ 1,725,314.68	\$ 474,353.00	\$ 923,894.32		8/10/2021	
KB HOMES										
Public Hearing 7/5/2018	1	Valle Lindo	Valle Lindo RR/Pavillion*	\$ 425,000.00	\$ 32,368.30	\$ -	\$ 441,984.70			8444
Public Hearing 7/5/2018	2	Mel Vincent	Mel Vincent Park Restrooms	\$ 139,500.00	\$ 166,253.78	\$ -	\$ 275,730.92			8460
Public Hearing 7/5/2018	3	Nancy Bush	Nancy Bush Pavillion	\$ 65,000.00	\$ 31,537.74	\$ -	\$ 244,193.18			8447
	4		Community Center Classroom and Auditorium Enhancements	\$ -	\$ -	\$ -	\$ 244,193.18			
	5		Dos Caminos Expansion and ADA	\$ -	\$ -	\$ -	\$ 244,193.18			
TOTALS				\$ 629,500.00	\$ 230,159.82	\$ -	\$ 244,193.18			
CRESTVIEW										
				\$ -	\$ -	\$ 21,612.25	\$ 21,612.25	6/7/2023		
ALDERSGATE CONSTRUCTION										
				\$ -	\$ -	\$ -	\$ -	6/27/2023		
				\$ -	\$ -	\$ -	\$ -	1/9/2024		
				\$ -	\$ -	\$ -	\$ -	9/12/2024		
HABITAT FOR HUMANITY										
				\$ -	\$ -	\$ 35,242.00	\$ 35,242.00	3/6/2024		
SHEA HOMES										
				\$ -	\$ -	\$ 1,264,500.00	\$ 1,264,500.00	11/21/2024		
Williams Homes										
				\$ -	\$ -	\$ 2,840,447.45	\$ 2,840,447.45	7/29/2027		
Somis Ranch Phase 1										
				\$ -	\$ -	\$ 347,625.00	\$ 347,625.00	8/5/2027		
Somis Ranch Phase 2										
				\$ -	\$ -	\$ 278,100.00	\$ 278,100.00	10/20/2027		
Grand Total				\$ 6,460,100.00	\$ 4,465,708.99	\$ 10,777,287.40	\$ 6,311,578.41			

California CLASS

Investment Name	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22
California CLASS									
	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23
California CLASS		1.51%	2.36%	2.61%	3.10%	3.80%	4.19%	4.53%	4.70%

Ventura County Pool

Investment Name	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22
Ventura County Pool	0.32%	0.31%	0.30%	0.31%	0.33%	0.38%	0.41%	0.56%	0.67%
	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23
Ventura County Pool	0.87%	1.31%	1.60%	1.78%	1.97%	2.34%	2.79%	3.06%	3.20%

- Rates are determined at the end of the month

Local Agency Investment Fund (LAIF)

Investment Name	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22
Local Agency Investment Fund (LAIF)	0.21%	0.20%	0.20%	0.21%	0.23%	0.28%	0.37%	0.52%	0.68%
	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23
Local Agency Investment Fund (LAIF)	0.86%	1.09%	1.28%	1.51%	1.77%	2.01%	2.17%	2.43%	2.62%

Pacific Western Bank

Investment Name	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22
Pacific Western Bank	0.04%	0.04%	0.04%	0.04%	0.04%	0.04%	0.04%	0.04%	0.04%
	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23
Pacific Western Bank	0.04%	0.04%	0.04%	0.04%	0.04%	0.04%	0.04%	0.04%	0.04%

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By Nick Marienthal, Park Supervisor

DATE: April 5, 2023

**SUBJECT: CONSIDERATION AND ADOPTION OF RESOLUTION
NO. 733 PROCLAIMING APRIL 2023 AS ARBOR
MONTH**

BACKGROUND

Over 140 years ago, Morton Sterling celebrated the first “Arbor Day” in Lincoln, Nebraska. Each year, the Board has chosen to recognize a month as “Arbor Month” to celebrate trees and their importance to the District.

Over 140 years ago, Morton Sterling celebrated the first “Arbor Day” in Lincoln, Nebraska. From that date until today the holiday has spread throughout the country and the world. The holiday was originally conceived to educate the public on the value of trees and environmental stewardship. The National Arbor Day Foundation continues to provide valuable research and outreach materials to provide the general public with a full understanding of the costs and benefits of tree planting and restoration. District staff utilizes this information to provide educational community tree planting events.

ANALYSIS

This proclamation acknowledges the District’s continued efforts in educating the public on the value of trees in the urban environment. Staff utilizes tree care professionals and educational material provided by the National Arbor Day Foundation to educate the community on the benefits and value of trees. To continue the tradition of celebrating Arbor Day, the Pleasant Valley Recreation and Park District is committing to planting 20 trees at parks throughout the District. This year especially, staff will be working with the Lions Club to plant 10 of the 20 trees at Charter Oaks Park along the windrow portion of the park.

FISCAL IMPACT

There is no fiscal impact to the District.

RECOMMENDATION

It is recommended the Board proclaim April 2023 as Arbor Month and adopt Resolution No. 733 to recognize this proclamation within the District, by extending Arbor Day to a full month to emphasize how essential trees are to the health and well-being of the District’s community.

ATTACHMENT

- 1) Resolution No. 733 (1 page)

**RESOLUTION NO. 733
OF THE BOARD OF DIRECTORS
OF PLEASANT VALLEY RECREATION & PARK DISTRICT**

***PROCLAIMING APRIL 2023
ARBOR MONTH***

WHEREAS, Pleasant Valley Recreation and Park District understands the benefits of trees within the community; and;

WHEREAS, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and;

WHEREAS, the holiday called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and;

WHEREAS, Arbor Day is now observed throughout the nation and the world, and trees can lower our heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and;

WHEREAS, trees in our community increase property values, enhance economic vitality of business areas, and wherever planted are a source of joy and spiritual renewal,

NOW THEREFORE WE, the Pleasant Valley Recreation and Park District Board of Directors, do hereby proclaim the month of April 2023 as ***Arbor Month***, extending Arbor Day to a full month to emphasize how essential trees are to the health and well-being of District's community.

Passed and Adopted this 5th day of April 2023.

Elaine Magner, Chair

Mark Malloy, Vice-Chair

Bev Dransfeldt, Secretary

Jordan Roberts, Director

Robert Kelley, Director

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: BOARD OF DIRECTORS

**FROM: MARY OTTEN, GENERAL MANAGER
By: Lanny Binney, Recreation Supervisor**

DATE: April 5, 2023

**SUBJECT: CONSIDERATION AND APPROVAL OF A SPECIAL
EVENT BY SKYWAY PLAYHOUSE “STEEL
MAGNOLIAS” AT FREEDOM CENTER MAY 25 - 28,
2023**

SUMMARY

The District has received an application from the Skyway Playhouse to hold a deemed Special Event at the Freedom Center. Per the District Special Event Policy, the Skyway Playhouse Application has met the criteria to be classed as a Special Event and is being brought before the Board of Directors because there is a charge of Admission.

BACKGROUND

On October 5, 2022, the Board of Directors approved the Special Event Policy to help staff differentiate between a rental and Special Event. A Special event is defined as a public or private event with more than 300 people and/or has four (4) or more Event Context elements, requires an external entity application or permit, and/or requires an event manager or site representative services. Any event containing an element that requires Board approval is automatically designated as a special event and must be submitted a minimum of 90 days in advance of the proposed event.

The Skyway Playhouse is hosting the play “Steel Magnolias” for the community. The play is expected to have 80 guests per night, who will pay an admission at the door to enter into the facility at the Freedom Center. This event has not been held on District property in the past as the Skyway Playhouse on Skyway Drive was recently closed by the Oxnard Union High School District.

ANALYSIS

The event is scheduled for Thursday, May 25 – Sunday, May 28 at the Freedom Center from 6:30pm to 11pm. Per the Application, the Event Context Elements that designated this as a Special Event are:

- The applicant is charging admission
- Access to electricity
- Event Length (6+ hours)

The organization will be selling pre-packaged candy and soda. Being an external Special Event, a staff person will be at the event to supervise both the facility and the attendees during the course of the event.

FISCAL IMPACT

The District will be renting the facility, charging administrative fees, and charging for a staff cost recovery for an event site supervisor. All fees are on the District’s approved Fee Schedule.

Administrative Fees:

Application Fee	\$25.00
Special Event Permit	\$100.00
Refundable Security Deposit	<u>\$300.00</u>
	\$425.00

Facility Rental: \$105 for 17.5 hours	\$1,837.50
Staffing Expenses: 13.5 hrs x \$21 per hour	<u>\$283.50</u>
Total	\$2546.00

STRATEGIC PLAN COMPLIANCE

Meets 2021 Strategic Plan Goal and Strategy:

1.1B: Develop sustainable funding sources for the implementation of the Strategic Plan, deferred maintenance, priority projects, and on-going operations.

1.3E: Regularly evaluate whether the District is capturing adequate revenue through facilities and program usage, seeking new and enhanced revenue-generating facilities, special events, and programs.

RECOMMENDATION

It is recommended the Board consider and approve the special event by Skyway Playhouse for the play “Steel Magnolias” at the Freedom Center from May 25 – May 28, 2023.

ATTACHMENTS

- 1) Application (5 pages)

Pleasant Valley Recreation & Park District

PERMIT APPLICATION

SUBMISSION TIMELINES

The below Submission Timelines are at the discretion of the District and subject to change. Completed applications received within the appropriate time frames will be processed as soon as possible. Submittal of the required items listed below does not constitute approval of use; however, every effort will be made to accommodate the customer request.

All fees for rentals and special events will be assigned based on the most current Board Approved Fee Schedule.

Facility Rental Timeline

Required items to be submitted for a Facility Rental Request:

1. A completed District Permit Application along with a signed waiver page.
2. All Fees including refundable security deposit and 50% of fees per the general use policy
3. A copy of insurance naming the District as additionally insured with the attached endorsement page in line with requirements found in the General Use Policy (if applicable).

Indoor Facility Rentals require a 30-day minimum notice. No reservations will be made after this point.

The balance is due at least 30 days before your event date, along with all required signatures, vendor info, insurance info, and table/chair layout. For applications submitted less than 30 days in advance of event, total fees and all appropriate paperwork are due at the time of application and can only be paid with cash or credit card.

A reservationist will review your application and contact you if any additional information is needed.

Special Event Timeline

Required items to be submitted with the Special Event request:

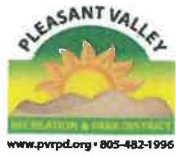
4. A completed District Permit Application along with a signed waiver page.
5. Site Map(s) and Emergency Action Plan (EAP) for the event in question. Customer may choose from the available site map templates or create their own.
6. Application fee, special event fee, refundable security deposit, and 50% of fees per the general use policy (per event request, an event series qualifies as one request)
7. A copy of insurance naming the District as additionally insured with the attached endorsement page in line with requirements found in the General Use Policy.
8. Scheduled application review meeting with District Staff (phone or in-person).
9. Scheduled site walkthrough with District staff.
10. A copy of the customer's IRS Letter of Determination for Non-Profit Status (if applicable).

The District recognizes that city, county, and other external entity permitting may be required for certain events.

Special Event applications submitted outside of the 30-day minimum advance notice period will be evaluated on a case-by-case basis for feasibility of accommodation at the discretion of the Special Event Manager.

Any event containing an element that requires Board approval is automatically designated as a special event and must be submitted a minimum of 90 days in advance of proposed event.

Special Event Permits paid but cancelled by the customer at least sixty (60) days prior to the permitted use will be refunded in full minus the non-refundable application and processing fees. Cancellations between fifty-nine (59) and thirty (30) days prior to permitted use will be refunded at the rate of fifty (50) percent. Cancellations less than 30 days prior to the permitted use will only be refunded the refundable cleaning deposit.



Pleasant Valley Recreation & Park District PERMIT APPLICATION

Applicant Information

Organization Name: Skyway Playhouse	Non-Profit: <input type="checkbox"/> Yes <input type="checkbox"/> No
Contact Name:	
Address: ██████████	
City: ██████████	State: Ca Zip: ██████████
Email: ██████████	Phone: ██████████
Alternate Contact:	Alt. Phone:

Reservation/Event Information

(Please refer to Facility Rental Brochure and Fee Schedule for rates and minimum hour requirements.)

Name or Title of Event: Steel Magnolias - a play	Est. Attendance: 80
Requested Facility/Park Location(s): Freedom Center	
Field/Zone/Court:	Sports Lights Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Date(s) of Event: May 26-28 2023	Event Time: 8:00pm
Setup date: May 25, 2023 Time setup starts: 6:30pm	Cleanup date: May 28, Time cleanup ends: 7:30pm
Event Purpose and Description, Additional Dates, Notes:	

ADDITIONAL QUESTIONS

Is this reservation/event: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Personal <input type="checkbox"/> Business Use (select all that apply)	
Event requires advanced registration <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Event is Charging Admission <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/> Electricity Required (indoor only)	<input type="checkbox"/> Amplified Sound (limited locations)
<input type="checkbox"/> Tables/Chairs Required (indoor only)	<input type="checkbox"/> Microphone, Screen, or Podium (indoor only)
<input type="checkbox"/> Alcohol Present (security may be required)	<input type="checkbox"/> Alcohol Sold (ABC license required)
Will event have vendors (DJ, Band, Food, Craft, etc.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
How many?	Describe:
Will items or services be sold at event? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Describe:
Will food be present? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Type of food: <input checked="" type="checkbox"/> Self Provided <input type="checkbox"/> Catered <input type="checkbox"/> Food Truck/Vendor (limited locations)	
Will event include entertainment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Describe: Theatre Presentation
Will a banner be posted at the event? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Describe:
Is this a run/walk event? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Will event use City streets/sidewalks? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Will streets need to be closed or partially closed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, provide map of street closures.	
Other Event Elements (Bounce House Inflatables, Rides, etc.):	

Agreement & Release

As an Applicant, I acknowledge that the above information is true and correct. I understand that the application fee is non-refundable. I understand that applications submitted within sixty (60) days of proposed event are subject to a late fee. I understand that a submitted application does not guarantee reservation. Contracted reservations are subject to facility availability. Special Events may be subject to additional City and County permits and fees. Additionally, a fully priced quote is not available until after a complete application has been received.

I hereby agree to abide by the rules and regulations of Pleasant Valley Recreation and Park District, and of the State of California. I further understand that this Reservation for Use of Facility is not complete and binding until all fees are paid in full and all information requested is submitted.

I agree and understand that vehicles at any time are not allowed on District turf. Doing so may result in loss of deposit and or the addition of maintenance/repair fees as assessed by District staff. Initial: dj

Name: [REDACTED]

Signature [REDACTED] Date: Feb 28, 2023

Application Submission

Email: csr@pvrpd.org, 805-482-1996

Mail to: Pleasant Valley Recreation & Park District, 1605 E. Burnley St., Camarillo, CA 93010

For Office Use Only

SPECIAL EVENT

FACILITY RENTAL

Date Received:

Quote Created: Yes No

Contract Number:

Deposit Collected: Yes No

Processed By:

Final Balance Collected: Yes No

Proof of Non-Profit Status

Site Map or Event Layout provided for area(s) of use

Certificate of Insurance and Endorsement Form

List of Vendors

Alcohol Liability Insurance (if alcohol present)

Vendors selling items or services must have Camarillo Business License and provide COI + Endorsement

External Entity Permit Required: Yes No

City of Camarillo

Date Submitted: _____ Date Approved: _____

County of Ventura

Date Submitted: _____ Date Approved: _____

Ventura County Fire Department

Date Submitted: _____ Date Approved: _____

Other: _____

Date Submitted: _____ Date Approved: _____

AGREEMENT, WAIVER, RELEASE FORM - RENTER

USE OF FACILITY

A. GENERAL PROVISIONS

- a. I, The RENTER, understands: Reservation applications must be submitted at least 30 days prior to the requested reservation date. A reservation deposit, consisting of 50% of the total permit fees, is required with the submission of the rental application in order to secure any picnic shelter, indoor facility or sports facility. The remaining balance is due no later than 30 days prior to the reservation date. A reservation application submitted less than 30 days prior to the event date may be allowed, pending District approval. Cancellations made 30 days or more prior to the reservation date will receive a partial refund. Cancellations made less than 30 days in advance of the reservation date will only receive a refund of the refundable cleaning deposit. **REFUNDS WILL NOT BE GRANTED FOR ANY WEATHER CONDITIONS.** The district reserves the right to deny approval of any permit request at any time.

B. INFORMED CONSENT AND RELEASE

- a. I, the RENTER, in consideration of my request (and, if granted, permission) to rent and/or use Pleasant Valley Recreation and Park District (DISTRICT) facilities, buildings and parks (the Premises) assume full responsibility for and waive and release all claims, liabilities, costs and expenses against the DISTRICT and its directors, officers, agents, and employees for injury, illness or death to any person, or damage to or loss or destruction of property that may result from my use or occupancy of the Premises to the fullest extent permitted by and consistent with California law, including without limitation Civil Code sections 846, et seq. and Civil Code section 1668. The terms of this release act as an express assumption of risk and release on behalf of myself, my family members, and anyone else acting on my behalf or with my permission. I represent that to the best of my knowledge I have no medical, physical or mental health condition which would affect or interfere with my use of the Premises.

C. INDEMNIFICATION

- a. ON BEHALF OF MYSELF AND ANY ORGANIZATION WHICH I REPRESENT, I, THE RENTER, AGREE TO DEFEND, INDEMNIFY, AND HOLD HARMLESS THE DISTRICT and its directors, officers, agents and employees, past and present, from any claims, liabilities, costs and expenses (including reasonable attorneys' fees and costs) for injury, illness, or death of any person, or damage to or loss or destruction of property, resulting from the use or occupancy of the Premises by myself or my agents, employees, representatives, organization members, or invitees, unless solely caused by the gross negligence or willful misconduct of DISTRICT, its officers, employees, or agents.
- b. I, the RENTER, further represent and warrant that if I am signing this on behalf of an organization, that I have the full authority to bind the organization to the terms of this agreement.

D. COMPLIANCE WITH ALL APPLICABLE LAW, RULES, & REGULATIONS

- a. I, the RENTER, shall comply with all local, state, and federal laws and regulations related to the use of the facility and public gatherings.
- b. I, the RENTER, agree to abide by all applicable local, federal, and state accessibility standards and regulations
- c. I, the RENTER, further agree that I am solely responsible for reviewing and ensuring compliance with all applicable public health rules, regulations, orders, and/or guidance in effect at the time of the use of the facility including, but not limited to, physical distancing, limits on the size of gatherings, use of appropriate sanitation practices, etc.
- d. I, the RENTER, accept full responsibility for any breakage or damage to the Premises and for the conduct of those attending as invitees and furthermore know and understand all DISTRICT rules and regulations that apply to the intended use and occupancy of the Premises.

- e. I, the RENTER, understand that the DISTRICT reserves the right to immediately revoke RENTER's right to use of the facility under this agreement should the RENTER fail to comply with any provision of this section.

E. INSURANCE REQUIREMENTS

a. THIS SECTION SHALL APPLY ONLY TO RESERVATIONS WHICH REQUIRE INSURANCE COVERAGE

b. I, the RENTER, agree to abide by the following:

- i. General liability insurance: the RENTER shall procure and maintain, for the duration of the use period contemplated herein, commercial general liability insurance with coverage at least as broad as Insurance Services Office Form CG 00 01, in an amount not less than \$2,000,000 per occurrence, \$4,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted. If alcohol is sold during the permitted activity, coverage must include full liquor liability
- ii. Such insurance shall name PLEASANT VALLEY RECREATION AND PARK DISTRICT, its officers, employees, agents, and volunteers as additional insureds prior to the use of the facility. The RENTER shall file certificates of such insurance with the DISTRICT, which shall be endorsed to provide thirty (30) days' notice to the DISTRICT of cancellation or any change of coverage or limits. If a copy of the insurance certificate is not on file prior to the event, the DISTRICT may deny access to the facility.
- iii. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the DISTRICT's self-insurance pool.
- iv. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the RENTER maintains higher limits than the minimums shown above, the DISTRICT requires and shall be entitled to coverage for the higher limits maintained by the DISTRICT. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the DISTRICT.

F. FORCE MAJEURE

- a. I, the RENTER, understand that due to Force Majeure Events that, notwithstanding anything to the contrary contained in this agreement, the DISTRICT shall be excused from its obligations under this agreement to the extent and whenever it shall be prevented from the performance of such obligations by any Force Majeure Event. For purposes of this agreement, a "Force Majeure Event" includes but is not limited to fires, floods, earthquakes, pandemic, epidemic, civil disturbances, acts of terrorism, regulation of any public authority, and other causes beyond their control. The RENTER waives any right of recovery against DISTRICT and the USER/RENTER shall not charge results of "acts of God" to DISTRICT, its officers, employees, or agents.

I have carefully read this disclaimer agreement and understand its terms, including the release and express assumption of the risk of harm recited above. I understand that the use of the Premises may involve the risk of harm to persons and/or property and I agree to assume all risks associated with my use and occupancy of the Premises.

Agreed & Accepted _____ [signature] Date _____

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: BOARD OF DIRECTORS

**FROM: MARY OTTEN, GENERAL MANAGER
By: Lanny Binney, Recreation Supervisor**

DATE: April 5, 2023

**SUBJECT: CONSIDERATION AND APPROVAL OF A SPECIAL
EVENT BY VENTURA COUNTY SCOTTISH RITE
BODIES FOR A NEW ENGLAND SUMMER PICNIC AT
CAMARILLO GROVE PARK ON JULY 15, 2023**

SUMMARY

The District has received an application for the Ventura County Scottish Rite Bodies to hold the New England Summer Picnic Event at Camarillo Grove Park Area #1. Per the District Special Event Policy, the New England Summer Picnic Application has met the criteria to be classed as a Special Event and is being brought before the Board of Directors because there is a charge for Admission.

BACKGROUND

On October 5, 2022, the Board of Directors approved the Special Event Policy to help staff differentiate between a Rental and Special Event. A Special Event is defined as a public or private event with more than 300 people and/or has four (4) or more Event Context elements, requires an external entity application or permit, and/or requires an event manager or site representative services. Any event containing an element that requires Board approval is automatically designated as a special event and must be submitted a minimum of 90 days in advance of the proposed event.

The Ventura County Scottish Rite Bodies, a non-profit organization, is hosting the New England Summer Picnic for its annual fundraiser. The picnic is expected to have 250 guests, who are pre-registering for the steak and lobster picnic at Camarillo Grove Park Picnic Area # 1. This event has been held on District property in years prior.

ANALYSIS

The event is scheduled for Saturday, July 15 at the Camarillo Grove Park Picnic Area #1 from 8am to 3pm. Per the Application, the Event Context Elements that designated this as a Special Event are:

- The applicant is charging admission
- Access to electricity
- Amplified Sound
- Alcohol will be present
- Event Length (6+ hours)

The picnic will be selling alcohol with their Alcohol Beverage Control (ABC) permit and providing the District with liquor liability insurance. A grill trailer will be set up near the existing grill in area #1. The applicant is also requesting electricity and access to water. There will be a DJ or small band for entertainment as well as a silent auction.

Being an external Special Event, a staff person will be at the event to supervise both the facility and the attendees during the course of the event.

FISCAL IMPACT

The District will be renting the picnic area, charging administrative fees, and charging for a staff cost recovery for an event site supervisor. All fees are on the District’s approved Fee Schedule.

Administrative Fees:

Application Fee	\$25.00
Special Event Permit	\$100.00
Refundable Security Deposit	<u>\$200.00</u>
	\$325.00
Facility Rental: \$95 for 7 hours	\$665.00
Staffing Expenses: 7 hrs x \$21 per hour	\$147.00
Parking Fee	<u>\$450.00</u>
Total	\$1,587.00

STRATEGIC PLAN COMPLIANCE

Meets 2021 Strategic Plan Goal and Strategy:

1.1B: Develop sustainable funding sources for the implementation of the Strategic Plan, deferred maintenance, priority projects, and on-going operations.

1.3E: Regularly evaluate whether the District is capturing adequate revenue through facilities and program usage, seeking new and enhanced revenue-generating facilities, special events, and programs.

RECOMMENDATION

It is recommended the Board consider and approve the special event by Ventura County Scottish Rite Bodies for a New England Summer Picnic at Camarillo Grove Park Picnic Area #1 on July 15, 2023.

ATTACHMENT

- 1) Application (10 pages)

Pleasant Valley Recreation & Park District

PERMIT APPLICATION

FACILITY RENTAL vs. SPECIAL EVENT DETERMINATION

A **RENTAL** is a private event with less than 300 people that has three or fewer Event Context elements.

A **SPECIAL EVENT** is a public or private event with more than 300 people and/or has **four (4) or more** Event Context elements, requires an external entity application or permit, and/or requires an event manager or site representative services. Any event containing an element that requires Board approval is automatically designated as a special event and must be submitted a minimum of 90 days in advance of proposed event.

For additional clarification on Special Events versus Facility Rentals, please reference the PVRPD Special Event Policy.

Special Event Qualification Checklist

Attendance Level

- 1-300 300+ (automatic special event designation) 500+: Board approval required

Event Type

- Private
- **Ticketed/ Charged admission- Board approval required**
 - Guest Admission requires a reservation or preregistration
- Public (automatic special event designation)

Event Context

- Parking lot usage for something other than parking (automatic special event designation)
- May require City of Camarillo Special Event Application
- Location
- More than one (1) facility space rental (ex. CC: Grounds 1 and front parking lot)
 - Use of facility space for something other than intended use
 - Use of sports field for anything other than playing sports- Board approval required
 - Potential Facility/Turf Damage due to attendance level or type of activity - Board approval required
- More than three (3) Vendors (Caterer, band, DJ, bounce house, photo booth, etc.)
- Access to electricity required
- Amplified sound (specific locations only)
- Alcohol present
- If alcohol is being sold, an ABC license is required
- Security guards required
- Event length
- 6 hours+ (special event designation considered)
 - Multi-day - Board approval required
- External entity permit(s) required (automatic special event designation)
- Ex. City Permit for street use, County permit for MFF/TFF vendors, or Fire Permit for Safety Plans
- Event Manager/ Site Representative Services required (automatic special event designation)
- All new & repeating events for first 2 years if no issues or no major changes
 - Any year for a repeating event where a major change is implemented if after probationary period. If during probationary period, probationary period shall be extended by one year if no issues.

Pleasant Valley Recreation & Park District

PERMIT APPLICATION

SUBMISSION TIMELINES

The below Submission Timelines are at the discretion of the District and subject to change. Completed applications received within the appropriate time frames will be processed as soon as possible. Submittal of the required items listed below does not constitute approval of use; however, every effort will be made to accommodate the customer request.

All fees for rentals and special events will be assigned based on the most current Board Approved Fee Schedule.

Facility Rental Timeline

Required items to be submitted for a Facility Rental Request:

1. A completed District Permit Application along with a signed waiver page.
2. All Fees including refundable security deposit and 50% of fees per the general use policy
3. A copy of insurance naming the District as additionally insured with the attached endorsement page in line with requirements found in the General Use Policy (if applicable).

Indoor Facility Rentals require a 30-day minimum notice. No reservations will be made after this point.

The balance is due at least 30 days before your event date, along with all required signatures, vendor info, insurance info, and table/chair layout. For applications submitted less than 30 days in advance of event, total fees and all appropriate paperwork are due at the time of application and can only be paid with cash or credit card.

A reservationist will review your application and contact you if any additional information is needed.

Special Event Timeline

Required items to be submitted with the Special Event request:

4. A completed District Permit Application along with a signed waiver page.
5. Site Map(s) and Emergency Action Plan (EAP) for the event in question. Customer may choose from the available site map templates or create their own.
6. Application fee, special event fee, refundable security deposit, and 50% of fees per the general use policy (per event request, an event series qualifies as one request)
7. A copy of insurance naming the District as additionally insured with the attached endorsement page in line with requirements found in the General Use Policy.
8. Scheduled application review meeting with District Staff (phone or in-person).
9. Scheduled site walkthrough with District staff.
10. A copy of the customer's IRS Letter of Determination for Non-Profit Status (if applicable).

The District recognizes that city, county, and other external entity permitting may be required for certain events.

Special Event applications submitted outside of the 30-day minimum advance notice period will be evaluated on a case-by-case basis for feasibility of accommodation at the discretion of the Special Event Manager.

Any event containing an element that requires Board approval is automatically designated as a special event and must be submitted a minimum of 90 days in advance of proposed event.

Special Event Permits paid but cancelled by the customer at least sixty (60) days prior to the permitted use will be refunded in full minus the non-refundable application and processing fees. Cancellations between fifty-nine (59) and thirty (30) days prior to permitted use will be refunded at the rate of fifty (50) percent. Cancellations less than 30 days prior to the permitted use will only be refunded the refundable cleaning deposit.



Pleasant Valley Recreation & Park District PERMIT APPLICATION

Applicant Information			
Organization Name: Ventura County Scottish Rite Bodies	Non-Profit: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Contact Name: [REDACTED]			
Address: [REDACTED]			
City: Camarillo	State: CA	Zip: [REDACTED]	
Email: [REDACTED]	Phone: [REDACTED]		
Alternate Contact: [REDACTED]	Alt. Phone: [REDACTED]		

Reservation/Event Information			
Name or Title of Event: New England Summer Picnic			Est. Attendance: 250
Requested Facility/Park Location(s): Camarillo Grove Park, Area 1			
Field/Zone/Court:	Sports Lights Needed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Date(s) of Event: July 15, 2023	Event Time: 8:00 am to 3:00 pm		
Setup date: July 15	Time setup starts: 8:00 AM	Cleanup date: July 15, 3:00 pm	Time cleanup ends:
Event Purpose and Description: Steak and lobster picnic. Includes either live background music or a disk jockey, also a silent auction.			
ADDITIONAL QUESTIONS			
Is this reservation/event: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Personal <input checked="" type="checkbox"/> Business Use (select all that apply)			
Event requires advanced registration <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Event is Charging Admission <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Electricity Required (indoor only)	<input type="checkbox"/> Amplified Sound (limited locations)		
<input type="checkbox"/> Tables/Chairs Required (indoor only)	<input type="checkbox"/> Microphone, Screen, or Podium (indoor only)		
<input checked="" type="checkbox"/> Alcohol Present (security may be required)	<input checked="" type="checkbox"/> Alcohol Sold (ABC license required)		
Will event have vendors (DJ, Band, Food, Craft, etc.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
How many? 1		Describe: DJ or small band combo	
Will items or services be sold at event? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Describe: Food, Silent auction	
Will food be present? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Type of food: <input checked="" type="checkbox"/> Self Provided <input type="checkbox"/> Catered <input type="checkbox"/> Food Truck/Vendor (limited locations)			
Will event include entertainment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Describe: DJ or small band combo	
Will a banner be posted at the event? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Describe:	
Is this a run/walk event? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Will event use City streets/sidewalks? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Will streets need to be closed or partially closed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, provide map of street closures.			
Other Event Elements (Bounce House Inflatables, Rides, etc.):			

Agreement & Release

As an Applicant, I acknowledge that the above information is true and correct. I understand that the application fee is non-refundable. I understand that applications submitted within sixty (60) days of proposed event are subject to a late fee. I understand that a submitted application does not guarantee reservation. Contracted reservations are subject to facility availability. Special Events may be subject to additional City and County permits and fees. Additionally, a fully priced quote is not available until after a complete application has been received.

I hereby agree to abide by the rules and regulations of Pleasant Valley Recreation and Park District, and of the State of California. I further understand that this Reservation for Use of Facility is not complete and binding until all fees are paid in full and all information requested is submitted.

I agree and understand that vehicles at any time are not allowed on District turf. Doing so may result in loss of deposit and or the addition of maintenance/repair fees as assessed by District staff. Initial: WAZ

Name: [REDACTED]

Signature: [REDACTED] Date: 3 March 2023

Application Submission

<input type="checkbox"/> Email:	csr@pvrrpd.org , 805-482-1996
<input type="checkbox"/> Mail to:	Pleasant Valley Recreation & Park District, 1605 E. Burnley St., Camarillo, CA 93010

For Office Use Only

<input type="checkbox"/> SPECIAL EVENT	<input type="checkbox"/> FACILITY RENTAL
Date Received:	Quote Created: <input type="checkbox"/> Yes <input type="checkbox"/> No
Contract Number:	Deposit Collected: <input type="checkbox"/> Yes <input type="checkbox"/> No
Processed By:	Final Balance Collected: <input type="checkbox"/> Yes <input type="checkbox"/> No

<input type="checkbox"/> Proof of Non-Profit Status	
<input type="checkbox"/> Site Map or Event Layout provided for area(s) of use	<input type="checkbox"/> Certificate of Insurance and Endorsement Form
<input type="checkbox"/> List of Vendors	<input type="checkbox"/> Alcohol Liability Insurance (if alcohol present)
<input type="checkbox"/> Vendors selling items or services must have Camarillo Business License and provide COI + Endorsement	

External Entity Permit Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	
City of Camarillo	Date Submitted: _____ Date Approved: _____
County of Ventura	Date Submitted: _____ Date Approved: _____
Ventura County Fire Department	Date Submitted: _____ Date Approved: _____
Other: _____	Date Submitted: _____ Date Approved: _____

AGREEMENT, WAIVER, RELEASE FORM - RENTER

USE OF FACILITY

A. GENERAL PROVISIONS

- a. I, The RENTER, understands: Reservation applications must be submitted at least 30 days prior to the requested reservation date. A reservation deposit, consisting of 50% of the total permit fees, is required with the submission of the rental application in order to secure any picnic shelter, indoor facility or sports facility. The remaining balance is due no later than 30 days prior to the reservation date. A reservation application submitted less than 30 days prior to the event date may be allowed, pending District approval. Cancellations made 30 days or more prior to the reservation date will receive a partial refund. Cancellations made less than 30 days in advance of the reservation date will only receive a refund of the refundable cleaning deposit. REFUNDS WILL NOT BE GRANTED FOR ANY WEATHER CONDITIONS. The district reserves the right to deny approval of any permit request at any time.

B. INFORMED CONSENT AND RELEASE

- a. I, the RENTER, in consideration of my request (and, if granted, permission) to rent and/or use Pleasant Valley Recreation and Park District (DISTRICT) facilities, buildings and parks (the Premises) assume full responsibility for and waive and release all claims, liabilities, costs and expenses against the DISTRICT and its directors, officers, agents, and employees for injury, illness or death to any person, or damage to or loss or destruction of property that may result from my use or occupancy of the Premises to the fullest extent permitted by and consistent with California law, including without limitation Civil Code sections 846, et seq. and Civil Code section 1668. The terms of this release act as an express assumption of risk and release on behalf of myself, my family members, and anyone else acting on my behalf or with my permission. I represent that to the best of my knowledge I have no medical, physical or mental health condition which would affect or interfere with my use of the Premises.

C. INDEMNIFICATION

- a. ON BEHALF OF MYSELF AND ANY ORGANIZATION WHICH I REPRESENT, I, THE RENTER, AGREE TO DEFEND, INDEMNIFY, AND HOLD HARMLESS THE DISTRICT and its directors, officers, agents and employees, past and present, from any claims, liabilities, costs and expenses (including reasonable attorneys' fees and costs) for injury, illness, or death of any person, or damage to or loss or destruction of property, resulting from the use or occupancy of the Premises by myself or my agents, employees, representatives, organization members, or invitees, unless solely caused by the gross negligence or willful misconduct of DISTRICT, its officers, employees, or agents.
- b. I, the RENTER, further represent and warrant that if I am signing this on behalf of an organization, that I have the full authority to bind the organization to the terms of this agreement.

D. COMPLIANCE WITH ALL APPLICABLE LAW, RULES, & REGULATIONS

- a. I, the RENTER, shall comply with all local, state, and federal laws and regulations related to the use of the facility and public gatherings.
- b. I, the RENTER, agree to abide by all applicable local, federal, and state accessibility standards and regulations
- c. I, the RENTER, further agree that I am solely responsible for reviewing and ensuring compliance with all applicable public health rules, regulations, orders, and/or guidance in effect at the time of the use of the facility including, but not limited to, physical distancing, limits on the size of gatherings, use of appropriate sanitation practices, etc.
- d. I, the RENTER, accept full responsibility for any breakage or damage to the Premises and for the conduct of those attending as invitees and furthermore know and understand all DISTRICT rules and regulations that apply to the intended use and occupancy of the Premises.

- e. I, the RENTER, understand that the DISTRICT reserves the right to immediately revoke RENTER's right to use of the facility under this agreement should the RENTER fail to comply with any provision of this section.

E. INSURANCE REQUIREMENTS

a. THIS SECTION SHALL APPLY ONLY TO RESERVATIONS WHICH REQUIRE INSURANCE COVERAGE

b. I, the RENTER, agree to abide by the following:

- i. General liability insurance: the RENTER shall procure and maintain, for the duration of the use period contemplated herein, commercial general liability insurance with coverage at least as broad as Insurance Services Office Form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted. If alcohol is sold during the permitted activity, coverage must include full liquor liability
- ii. Such insurance shall name PLEASANT VALLEY RECREATION AND PARK DISTRICT, its officers, employees, agents, and volunteers as additional insureds prior to the use of the facility. The RENTER shall file certificates of such insurance with the DISTRICT, which shall be endorsed to provide thirty (30) days' notice to the DISTRICT of cancellation or any change of coverage or limits. If a copy of the insurance certificate is not on file prior to the event, the DISTRICT may deny access to the facility.
- iii. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the DISTRICT's self-insurance pool.
- iv. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the RENTER maintains higher limits than the minimums shown above, the DISTRICT requires and shall be entitled to coverage for the higher limits maintained by the RENTER. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the DISTRICT.

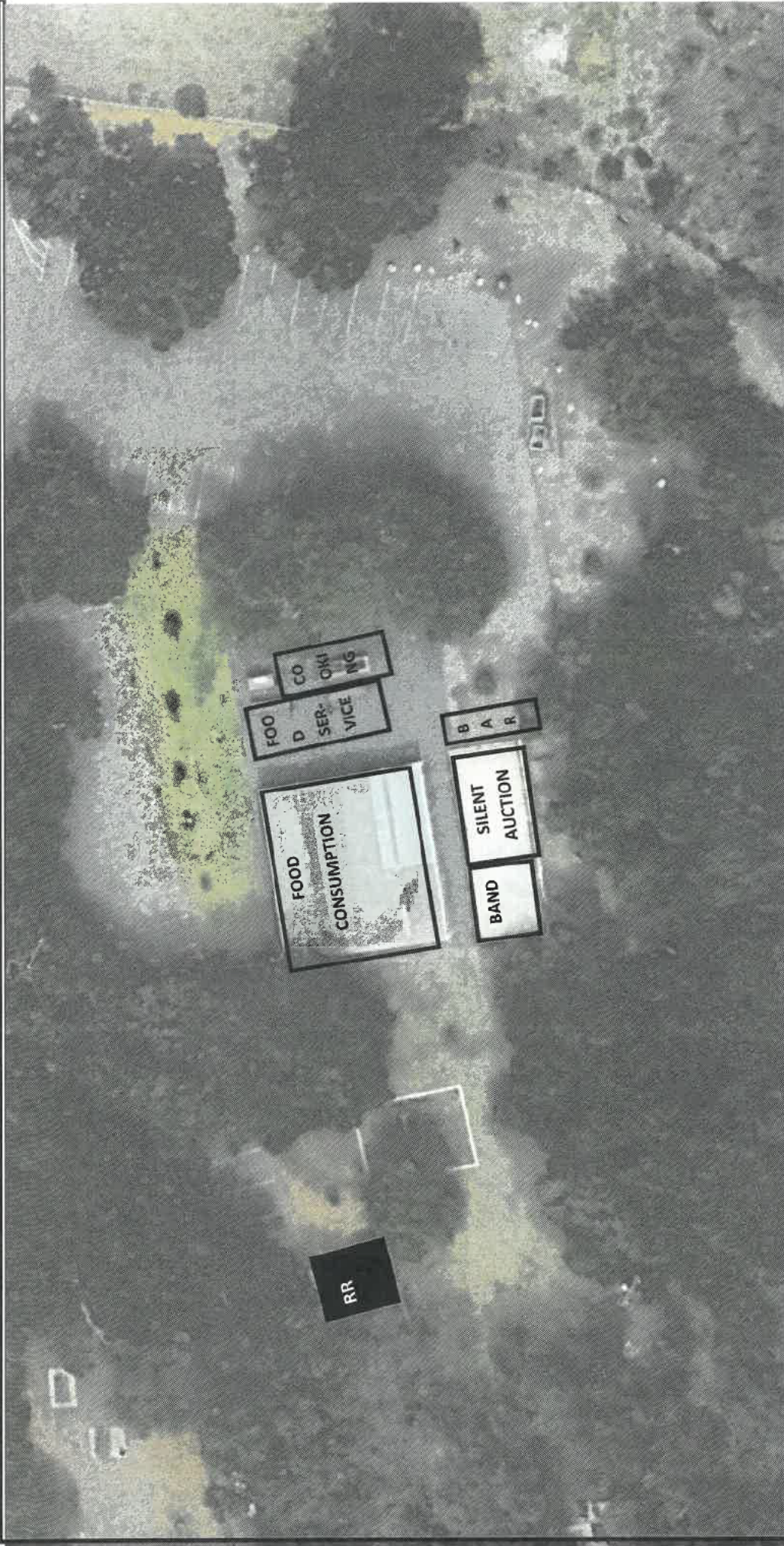
F. FORCE MAJEURE

- a. I, the RENTER, understand that due to Force Majeure Events that, notwithstanding anything to the contrary contained in this agreement, the DISTRICT shall be excused from its obligations under this agreement to the extent and whenever it shall be prevented from the performance of such obligations by any Force Majeure Event. For purposes of this agreement, a "Force Majeure Event" includes but is not limited to fires, floods, earthquakes, pandemic, epidemic, civil disturbances, acts of terrorism, regulation of any public authority, and other causes beyond their control. The RENTER waives any right of recovery against DISTRICT and the USER/RENTER shall not charge results of "acts of God" to DISTRICT, its officers, employees, or agents.

I have carefully read this disclaimer agreement and understand its terms, including the release and express assumption of the risk of harm recited above. I understand that the use of the Premises may involve the risk of harm to persons and/or property and I agree to assume all risks associated with my use and occupancy of the Premises.

Agreed & Accepted _____ [signature] Date 3 March 2023

CAMARILLO GROVE PARK— AREA 1—6968 CAMARILLO SPRINGS RD





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/01/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER AP Benefit Advisors, LLC DBA Early, Cassidy & Schilling 15200 Omega Drive, Suite 100 Rockville MD 20853	CONTACT NAME: MaryAnne Hughes-Creech PHONE (A/C, No, Ext): (301) 948-5800 E-MAIL ADDRESS: certs@ecsinsure.com	FAX (A/C, No): (240) 864-8122
	INSURER(S) AFFORDING COVERAGE	
INSURED (202) 232-3579 Scottish Rite, Southern Jurisdiction Valley of Ventura 1733 16th Street NW Washington DC 20009	INSURER A: Continental Casualty Company	NAIC # 20443
	INSURER B: The Continental Insurance Comp	NAIC # 35289
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** Cert ID 31817 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			7036467624	01/01/2023	01/01/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 200,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			7036466344	01/01/2023	01/01/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			7036473648	01/01/2023	01/01/2024	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Liquor Liability 7036473066 Continental Casualty Company Eff. 1/1/2023 - 1/1/2024 Limits \$1,000,000 each Common Cause Limit; \$1,000,000 Aggregate Limit

Re: Annual picnic on July 15, 2023 to be held at Camarillo Spring Park, Camarillo, CA, a part of the Pleasant Valley Recreation & Park District.

CERTIFICATE HOLDER

Pleasant Valley Recreation & Park District
 1605 Burnley St.
 Camarillo CA 93010

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Internal Revenue Service

Date: February 5, 2007

ANCIENT & ACCEPTED SCOTTISH RITE OF FREE
MASONRY SOUTHERN JURISDICTION
VALLEY OF VENTURA & COORD BODIES
425 DAY RD
VENTURA CA 93003-2045 257

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

Person to Contact:
Cheryl Skaggs 31-04010
Correspondence Specialist/Screeners
Toll Free Telephone Number:
877-829-5500
Federal Identification Number:
95-3332572
Group Exemption Number:
0095

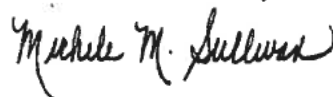
Dear Sir or Madam:

This is in response to your request of February 5, 2007, regarding your organization's tax-exempt status. Your organization is included in a group ruling issued to Ancient & Accepted Scottish Rite of Free Masonry Southern Jurisdiction USA, located in Washington, DC. That group ruling indicates your organization is exempt under section 501(c)(10) of the Code.

Contributions or gifts by individuals, to domestic fraternal societies, orders, or associations, operating under the lodge system, used exclusively for 501(c)(3) purposes are deductible under section 170(c)(4) of the Code. If solicitations are made for non 501(c)(3) purposes the solicitation must include a statement indicating that these payments are not deductible as charitable contributions for federal income tax purposes. A penalty of \$1,000 per day up to a maximum penalty of \$10,000 annually may be assessed.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations 1

New England Summer Picnic

7/15/2023 8am to 3pm

Estimated Attendance: 250

ADMINISTRATIVE FEES

Special Event Permit	\$	100.00
Refundable Security Deposit Cam Grove Area 1	\$	200.00
Administrative Fees:	\$	300.00

FACILITY RENTAL

Camarillo Grove Area 1 (\$95 for 7 hours)	\$	665.00
Facility Rental:	\$	665.00

STAFFING EXPENSES

Recreation Staff (7 hours x \$21.00 per hour)	\$	147.00
Staffing Expenses:	\$	147.00

ADDITIONAL EXPENSES

Parking fee (\$3 per car prepaid, \$5 per car day of x 150)		450.00
Additional Expenses:	\$	450.00

Total Event Expenses:	\$	1,562.00
Paid:	\$	0.00
Balance:	\$	(1,562.00)

Please provide PVRPD with all required alcohol permits from the County and City.
Alcohol Liability Insurance Required

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER

DATE: April 5, 2023

**SUBJECT: CONSIDERATION AND APPROVAL OF RESOLUTION
NO. 734, OPPOSING PROPOSED INITIATIVE 21-0042A1
“THE TAXPAYER PROTECTION AND GOVERNMENT
ACCOUNTABILITY ACT”**

SUMMARY

Due to several instances where legislation that affected the District was considered in the State Legislature, the District Board has been asked to respond with letters of support or opposition on multiple occasions. In 2019, the District Board adopted a Legislative Advocacy Policy to submit letters of support or opposition in a timely fashion. At this time, CSDA has requested the District Board forward a recommendation or resolution to CSDA of opposition to “The Taxpayer Protection and Government Accountability Act” known as Initiative 21-0042A1.

BACKGROUND

Due to several instances where legislation that affected the District was considered in the State Legislature, the District Board has been asked to respond with letters of support or opposition on multiple occasions. However, due to the monthly Board meeting schedule, the Board is not always able to submit letters of support or opposition in a timely fashion. The District Board adopted a Legislative Advocacy Policy in 2019 in order to expediate the process of supporting or opposing legislation when it is consistent with the advocacy priorities of the District.

The purpose for identifying Legislative Advocacy Procedures is to provide clear direction to District staff as it relates to monitoring and acting upon bills during the state and federal legislative session. In accordance with the District’s Legislative Advocacy Policy, all measures relating to increased taxes, creating new taxes, or the potential to shift or divert revenues away from the District should be brought before the Board for discussion and direction.

ANALYSIS

The purported “Taxpayer Protection and Government Accountability Act”, a statewide initiative measure to amend the California Constitution sponsored by the California Business Roundtable (“CBRT”), is the most consequential proposal to limit the ability of the state and local governments to enact, modify, or expand taxes, assessments, fees, and property-related charges. Under the current law, local revenue authority is limited by both statute and a number of voter-approved constitutional provisions including those added by Proposition 12 (1978), Proposition 218 (1996), and Proposition 26 (2010). Due to these restrictions, counties, cities, and special districts have over time become more dependent on other state and federal funding and grants.

On February 1, 2023, California Secretary of State Shirley Weber issued a memo to all county clerks/registrars of voters announcing that proponents of Initiative 21-0042A1, or Initiative 1935 as now numbered by the Secretary of State, had filed the necessary number of valid signatures to make it eligible for the November 5, 2024 General Election ballot.

Changes under Ballot Initiative

The purpose of the ballot measure is to make it more difficult for counties, cities, schools, special districts, and the state to raise revenue by any means. It places new and increased restrictions on every manner of revenue measure and narrows exceptions to its most onerous requirements. Its provisions are so broad that while the proponents cite specific examples they are targeting for change, the measure would no doubt have many unintended consequences.

The fundamental provision of the proposed initiative would be to designate every levy, charge, or exaction of any kind imposed by the state or a local agency as either a tax or an “exempt charge.” Every revenue measure not defined as an exempt charge would be subject to voter approval requirements, some of which the initiative newly imposes or increases.

Ballot Initiative 21-0042A1 would result in a loss of billions of dollars annually in critical state and local funding, restricting the ability of local agencies and the State of California to fund services and infrastructure by:

- Adopting new and stricter rules for raising taxes, fees, assessments, and property-related fees.
- Amending the State Constitution, including portions of Propositions 13, 218, and 26 among other provisions, to the advantage of the initiative’s proponents and plaintiffs; creating new grounds to challenge these funding sources and disrupting fiscal certainty.
- Restricting the ability of local environmental, water quality, public health, public safety, fair housing, nuisance and other laws and ordinances.

The initiative includes provisions that would retroactively void all state and local taxes or fees adopted after January 1, 2022, if they did not align with the provisions of this initiative. This may also affect indexed fees that adjust over time for inflation or other factors. Effectively, it would allow voters throughout California to invalidate the prior actions of local voters, undermining local control and voter-approved decisions about investments needed in our community.

Potential Fee Implications

For most local fees, the measure would prohibit them from exceeding the “actual cost” and defines actual cost to “the minimum amount necessary,” opening up agencies to litigation and judicial second-guessing about whether the District could have chosen a lower level of service or whether it could have achieved the result at a lower cost by other means.

With few exceptions, fees and charges shall not exceed the “actual cost” of providing the product or service for which the fee is charged.

- “Actual cost” is defined as the “...minimum amount necessary...less other sources of revenue including, but not limited to taxes, other exempt charges, grants, and state or federal funds...”
- The burden on the local government to prove the fee or charge does not exceed “actual cost” is heightened from a “preponderance of the evidence” to “clear and convincing evidence”.
- In addition to limiting fees and charges to the actual cost to the local government for providing the service, fees and charges must also be “reasonable” to the payor themselves;

no definition is provided for this new subjective reasonableness test that is separate and apart from the test as to how closely the fee or charge is related to the cost of service.

- Defines all sources of revenue as either taxes or “exempt charges.”
- Includes charges in Proposition 218 under the definition of “exempt” charges subjecting them to potential litigation.
- Exposes previously established fees indexed to inflation or other metrics to new standards and legal challenges.
- Adds to the Constitution a requirement for a board action to adopt, enact, create, establish, collect, increase, or extend any and all fees.

Potential Tax Implications

Local tax measures can only be put to voters at regular elections where governing board members can also be elected, unless the governing board unanimously calls a special election, and no regular elections would take place in the twelve months after the initiative would take effect.

- Increases the threshold for voters to pass a local special tax initiative placed on the ballot by voters from a simple majority to a two-thirds majority, likely to address concerns over the 2017 California Supreme Court decision in *California Cannabis Coalition v. City of Upland*.
- Requires voter approval when an expansion of boundaries extends existing taxes or fees to new territory.
- New taxes can be imposed only for a specific duration.

Potential Impacts

- Could prevent virtually any new fees or assessments to fund water, sewer, trash, fire protection, parks and recreation, and other essential services and infrastructure.
 - Places over \$20 billion of local government fee and charge revenues over 10 years at heightened legal peril.
- Jeopardizes the public health and safety of communities by cutting off new revenue intended to pay for essential local services and infrastructure.
 - Substantially increases the legal and administrative cost of public infrastructure financing.
- With billions of dollars in deferred maintenance and unmet needs for California’s infrastructure, exacerbates the neglect and deterioration of our roads, dams, waterways, and other facilities.
- By limiting revenues to the “minimum amount necessary”, imposes a “race-to-the-bottom” in California that will halt investment in technological advancements that future generations will depend upon.
- Prevents critical investments in climate adaptation and community resilience to address drought, flooding, and wildfire as well as reduce emissions and harmful pollutants.
- Exposes taxpayers to a new wave of costly litigation, limits the discretion and flexibility of locally elected boards to respond to the needs of their communities, and injects uncertainty into the financing and sustainability of critical infrastructure.
- Restricting local services and infrastructure to the lowest and minimum amount possible will disproportionately impact the most underserved communities the hardest.

This measure significantly increases a public agency’s burden of proof from “preponderance of evidence” to “clear and convincing evidence” to prove compliance with the new fee requirements. By changing evidence standards to favor corporations suing public agencies, the initiative will promote costly litigation. The local government would bear the burden of proving by clear and convincing evidence that a levy, charge or exaction is an “exempt charge” and not a tax. Moreover,

the local government would bear the burden of proving by clear and convincing evidence that the amount of the exempt charge is both “reasonable” to the payor and that the amount charged does not exceed the “actual cost” of providing the service or product to the payor.

FISCAL IMPACT

There is no fiscal impact.

RECOMMENDATION

It is recommended the Board approve Resolution No. 734, Opposing Proposed Initiative 21-0042A1 “The Taxpayer Protection and Government Accountability Act”.

ATTACHMENT

- 1) The Taxpayer Protection and Government Accountability Act (10 pages)
- 2) Resolution No. 734, Opposing Ballot Initiative 21-0042A1 (2 pages)
- 3) Title and Summary (1 page)
- 4) Legislative Advocacy Policy (5 pages)

BELL, McANDREWS & HILTACHK, LLP
ATTORNEYS AND COUNSELORS AT LAW
455 CAPITOL MALL, SUITE 600
SACRAMENTO, CALIFORNIA 95814

(916) 442-7757
FAX (916) 442-7759
www.bmhlaw.com

21-0042 Amdt. # 1

January 4, 2022

RECEIVED

JAN 04 2022

INITIATIVE COORDINATOR
ATTORNEY GENERAL'S OFFICE

Anabel Renteria
Initiative Coordinator
Office of the Attorney General
State of California
PO Box 994255
Sacramento, CA 94244-25550

Re: Initiative 21-0042 - Amendment Number One

Dear Initiative Coordinator:

Pursuant to subdivision (b) of Section 9002 of the Elections Code, enclosed please find Amendment #1 to Initiative No. 21-0042 "The Taxpayer Protection and Government Accountability Act." The amendments are reasonably germane to the theme, purpose or subject of the initiative measure as originally proposed.

I am the proponent of the measure and request that the Attorney General prepare a circulating title and summary of the measure as provided by law, using the amended language.

Thank you for your time and attention processing my request.

Sincerely,



Thomas W. Hiltachk

The Taxpayer Protection and Government Accountability Act

[Deleted codified text is denoted in ~~strikeout~~. Added codified text is denoted by *italics and underline*.]

Section 1. Title

This Act shall be known, and may be cited as, the Taxpayer Protection and Government Accountability Act.

Section 2. Findings and Declarations

(a) Californians are overtaxed. We pay the nation's highest state income tax, sales tax, and gasoline tax. According to the U.S. Census Bureau, California's combined state and local tax burden is the highest in the nation. Despite this, and despite two consecutive years of obscene revenue surpluses, state politicians in 2021 alone introduced legislation to raise more than \$234 *billion* in new and higher taxes and fees.

(b) Taxes are only part of the reason for California's rising cost-of-living crisis. Californians pay billions more in hidden "fees" passed through to consumers in the price they pay for products, services, food, fuel, utilities and housing. Since 2010, government revenue from state and local "fees" has more than doubled.

(c) California's high cost of living not only contributes to the state's skyrocketing rates of poverty and homelessness, they are the pushing working families and job-providing businesses out of the state. The most recent Census showed that California's population dropped for the first time in history, costing us a seat in Congress. In the past four years, nearly 300 major corporations relocated to other states, not counting thousands more small businesses that were forced to move, sell or close.

(d) California voters have tried repeatedly, at great expense, to assert control over whether and how taxes and fees are raised. We have enacted a series of measures to make taxes more predictable, to limit what passes as a "fee," to require voter approval, and to guarantee transparency and accountability. These measures include Proposition 13 (1978), Proposition 62 (1986), Proposition 218 (1996), and Proposition 26 (2010).

(e) Contrary to the voters' intent, these measures that were designed to control taxes, spending and accountability, have been weakened and hamstrung by the Legislature, government lawyers, and the courts, making it necessary to pass yet another initiative to close loopholes and reverse hostile court decisions.

Section 3. Statement of Purpose

(a) In enacting this measure, the voters reassert their right to a voice and a vote on new and higher taxes by requiring any new or higher tax to be put before voters for approval. Voters also intend that all fees and other charges are passed or rejected by the voters themselves or a governing body elected by voters and not unelected and unaccountable bureaucrats.

(b) Furthermore, the purpose and intent of the voters in enacting this measure is to increase transparency and accountability over higher taxes and charges by requiring any tax measure placed on the ballot—

either at the state or local level—to clearly state the type and rate of any tax, how long it will be in effect, and the use of the revenue generated by the tax.

(c) Furthermore, the purpose and intent of the voters in enacting this measure is to clarify that any new or increased form of state government revenue, by any name or manner of extraction paid directly or indirectly by Californians, shall be authorized only by a vote of the Legislature and signature of the Governor to ensure that the purposes for such charges are broadly supported and transparently debated.

(d) Furthermore, the purpose and intent of the voters in enacting this measure is also to ensure that taxpayers have the right and ability to effectively balance new or increased taxes and other charges with the rapidly increasing costs Californians are already paying for housing, food, childcare, gasoline, energy, healthcare, education, and other basic costs of living, and to further protect the existing constitutional limit on property taxes and ensure that the revenue from such taxes remains local, without changing or superseding existing constitutional provisions contained in Section 1(c) of Article XIII A.

(e) In enacting this measure, the voters also additionally intend to reverse loopholes in the legislative two-thirds vote and voter approval requirements for government revenue increases created by the courts including, but not limited to, *Cannabis Coalition v. City of Upland*, *Chamber of Commerce v. Air Resources Board*, *Schmeer v. Los Angeles County*, *Johnson v. County of Mendocino*, *Citizens Assn. of Sunset Beach v. Orange County Local Agency Formation Commission*, and *Wilde v. City of Dunsmuir*.

Section 4. Section 3 of Article XIII A of the California Constitution is amended to read:

Sec. 3(a) Every levy, charge, or exaction of any kind imposed by state law is either a tax or an exempt charge.

(b)(1) (a) Any change in state statute law which results in any taxpayer paying a new or higher tax must be imposed by an act passed by not less than two-thirds of all members elected to each of the two houses of the Legislature, and submitted to the electorate and approved by a majority vote, except that no new ad valorem taxes on real property, or sales or transaction taxes on the sales of real property, may be imposed. Each Act shall include:

(A) A specific duration of time that the tax will be imposed and an estimate of the annual amount expected to be derived from the tax.

(B) A specific and legally binding and enforceable limitation on how the revenue from the tax can be spent. If the revenue from the tax can be spent for unrestricted general revenue purposes, then a statement that the tax revenue can be spent for “unrestricted general revenue purposes” shall be included in a separate, stand-alone section. Any proposed change to the use of the revenue from the tax shall be adopted by a separate act that is passed by not less than two-thirds of all members elected to each of the two houses of the Legislature and submitted to the electorate and approved by a majority vote.

(2) The title and summary and ballot label or question required for a measure pursuant to the Elections Code shall, for each measure providing for the imposition of a tax, including a measure proposed by an elector pursuant to Article II, include:

(A) The type and amount or rate of the tax;

(B) The duration of the tax; and

(C) The use of the revenue derived from the tax.

(c) Any change in state law which results in any taxpayer paying a new or higher exempt charge must be imposed by an act passed by each of the two houses of the Legislature. Each act shall specify the type of exempt charge as provided in subdivision (e), and the amount or rate of the exempt charge to be imposed.

(d) ~~(b)~~ As used in this section and in Section 9 of Article II, "tax" means every ~~any~~ levy, charge, or exaction of any kind imposed by the State state law that is not an exempt charge, except the following:

(e) As used in this section, "exempt charge" means only the following:

~~(1) a charge imposed for a specific benefit conferred or privilege granted directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the State of conferring the benefit or granting the privilege to the payor.~~

(1) ~~(2)~~ A reasonable charge imposed for a specific government service or product provided directly to the payor that is not provided to those not charged, and which does not exceed the reasonable actual costs to the State of providing the service or product to the payor.

(2) ~~(3)~~ A charge imposed for the reasonable regulatory costs to the State incident to issuing licenses and permits, performing investigations, inspections, and audits, enforcing agricultural marketing orders, and the administrative enforcement and adjudication thereof.

(3) A levy, charge, or exaction collected from local units of government, health care providers or health care service plans that is primarily used by the State of California for the purposes of increasing reimbursement rates or payments under the Medi-Cal program, and the revenues of which are primarily used to finance the non-federal portion of Medi-Cal medical assistance expenditures.

(4) A reasonable charge imposed for entrance to or use of state property, or the purchase, rental, or lease of state property, except charges governed by Section 15 of Article XI.

(5) A fine, or penalty, ~~or other monetary charge~~ including any applicable interest for nonpayment thereof, imposed by the judicial branch of government or the State, as a result of a state administrative enforcement agency pursuant to adjudicatory due process, to punish a violation of law.

(6) A levy, charge, assessment, or exaction collected for the promotion of California tourism pursuant to Chapter 1 (commencing with Section 13995) of Part 4.7 of Division 3 of Title 2 of the Government Code.

(f) ~~(e)~~ Any tax or exempt charge adopted after January 1, ~~2010~~ 2022, but prior to the effective date of this act, that was not adopted in compliance with the requirements of this section is void 12 months after the effective date of this act unless the tax or exempt charge is reenacted by the Legislature and signed into law by the Governor in compliance with the requirements of this section.

(g) ~~(1) (d)~~ The State bears the burden of proving by a preponderance of the clear and convincing evidence that a levy, charge, or other exaction is an exempt charge and not a tax. The State bears the burden of proving by clear and convincing evidence that the amount of the exempt charge is reasonable and that the amount charged does not exceed the actual cost of providing the service or product to the payor, ~~that the amount is no more than necessary to cover the reasonable costs of the governmental activity and~~

that the manner in which those costs are allocated to a payor bear a fair or reasonable relationship to the payor's burdens on, or benefits received from, the governmental activity

(2) The retention of revenue by, or the payment to, a non-governmental entity of a levy, charge, or exaction of any kind imposed by state law, shall not be a factor in determining whether the levy, charge, or exaction is a tax or exempt charge.

(3) The characterization of a levy, charge, or exaction of any kind as being voluntary, or paid in exchange for a benefit, privilege, allowance, authorization, or asset, shall not be a factor in determining whether the levy, charge, or exaction is a tax or an exempt charge.

(4) The use of revenue derived from the levy, charge or exaction shall be a factor in determining whether the levy, charge, or exaction is a tax or exempt charge.

(h) As used in this section:

(1) "Actual cost" of providing a service or product means: (i) the minimum amount necessary to reimburse the government for the cost of providing the service or product to the payor, and (ii) where the amount charged is not used by the government for any purpose other than reimbursing that cost. In computing "actual cost" the maximum amount that may be imposed is the actual cost less all other sources of revenue including, but not limited to taxes, other exempt charges, grants, and state or federal funds received to provide such service or product.

(2) "Extend" includes, but is not limited to, doing any of the following with respect to a tax or exempt charge: lengthening its duration, delaying or eliminating its expiration, expanding its application to a new territory or class of payor, or expanding the base to which its rate is applied.

(3) "Impose" means adopt, enact, reenact, create, establish, collect, increase or extend.

(4) "State law" includes, but is not limited to, any state statute, state regulation, state executive order, state resolution, state ruling, state opinion letter, or other legal authority or interpretation adopted, enacted, enforced, issued, or implemented by the legislative or executive branches of state government. "State law" does not include actions taken by the Regents of the University of California, Trustees of the California State University, or the Board of Governors of the California Community Colleges.

Section 5. Section 1 of Article XIII C of the California Constitution is amended, to read:

Sec. 1. Definitions. As used in this article:

(a) "Actual cost" of providing a service or product means: (i) the minimum amount necessary to reimburse the government for the cost of providing the service or product to the payor, and (ii) where the amount charged is not used by the government for any purpose other than reimbursing that cost. In computing "actual cost" the maximum amount that may be imposed is the actual cost less all other sources of revenue including, but not limited to taxes, other exempt charges, grants, and state or federal funds received to provide such service or product.

(b) "Extend" includes, but is not limited to, doing any of the following with respect to a tax, exempt charge, or Article XIII D assessment, fee, or charge: lengthening its duration, delaying or eliminating its expiration, expanding its application to a new territory or class of payor, or expanding the base to which its rate is applied.

~~(c) (a)~~ "General tax" means any tax imposed for general governmental purposes.

~~(d)~~ "Impose" means adopt, enact, reenact, create, establish, collect, increase, or extend.

~~(e) (b)~~ "Local government" means any county, city, city and county, including a charter city or county, any special district, or any other local or regional governmental entity, or an elector pursuant to Article II or the initiative power provided by a charter or statute.

~~(f)~~ "Local law" includes, but is not limited to, any ordinance, resolution, regulation, ruling, opinion letter, or other legal authority or interpretation adopted, enacted, enforced, issued, or implemented by a local government.

~~(g) (c)~~ "Special district" means an agency of the State, formed pursuant to general law or a special act, for the local performance of governmental or proprietary functions with limited geographic boundaries including, but not limited to, school districts and redevelopment agencies.

~~(h) (d)~~ "Special tax" means any tax imposed for specific purposes, including a tax imposed for specific purposes, which is placed into a general fund.

~~(i) (e)~~ As used in this article, and in Section 9 of Article II, "tax" means every ~~any~~ levy, charge, or exaction of any kind, imposed by a local government law that is not an exempt charge., ~~except the following:~~

~~(i)~~ As used in this section, "exempt charge" means only the following:

~~(1)~~ A charge imposed for a specific benefit conferred or privilege granted directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of conferring the benefit or granting the privilege.

~~(1) (2)~~ A reasonable charge imposed for a specific local government service or product provided directly to the payor that is not provided to those not charged, and which does not exceed the reasonable actual costs to the local government of providing the service or product.

~~(2) (3)~~ A charge imposed for the reasonable regulatory costs to a local government for issuing licenses and permits, performing investigations, inspections, and audits, enforcing agricultural marketing orders, and the administrative enforcement and adjudication thereof.

~~(3) (4)~~ A reasonable charge imposed for entrance to or use of local government property, or the purchase, rental, or lease of local government property.

~~(4) (5)~~ A fine, or penalty, or other monetary charge including any applicable interest for nonpayment thereof, imposed by the judicial branch of government or a local government administrative enforcement agency pursuant to adjudicatory due process, as a result of to punish a violation of law.

~~(5) (6)~~ A charge imposed as a condition of property development. No levy, charge, or exaction regulating or related to vehicle miles traveled may be imposed as a condition of property development or occupancy.

~~(6) (7)~~ An Assessments and property related fees assessment, fee, or charge imposed in accordance with the provisions of subject to Article XIII D, or an assessment imposed upon a business in a tourism marketing district, a parking and business improvement area, or a property and business improvement district.

(7) A charge imposed for a specific health care service provided directly to the payor and that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of providing the health care service. As used in this paragraph, a "health care service" means a service licensed or exempt from licensure by the state pursuant to Chapters 1, 1.3, or 2 of Division 2 of the Health and Safety Code.

The local government bears the burden of proving by a preponderance of the evidence that a levy, charge, or other exaction is not a tax, that the amount is no more than necessary to cover the reasonable costs of the governmental activity and that the manner in which those costs are allocated to a payor bear a fair or reasonable relationship to the payor's burdens on, or benefits received from, the governmental activity.

Section 6. Section 2 of Article XIII C of the California Constitution is amended to read:

Sec. 2. Local Government Tax Limitation. Notwithstanding any other provision of this Constitution:

(a) Every levy, charge, or exaction of any kind imposed by local law is either a tax or an exempt charge. All taxes imposed by any local government shall be deemed to be either general taxes or special taxes. Special purpose districts or agencies, including school districts, shall have no power to levy general taxes.

(b) No local law government, whether proposed by the governing body or by an elector, may impose, extend, or increase any general tax unless and until that tax is submitted to the electorate and approved by a majority vote. A general tax shall not be deemed to have been increased if it is imposed at a rate not higher than the maximum rate so approved. The election required by this subdivision shall be consolidated with a regularly scheduled general election for members of the governing body of the local government, except in cases of emergency declared by a unanimous vote of the governing body.

(c) ~~Any general tax imposed, extended, or increased, without voter approval, by any local government on or after January 1, 1995, and prior to the effective date of this article, shall continue to be imposed only if approved by a majority vote of the voters voting in an election on the issue of the imposition, which election shall be held within two years of the effective date of this article and in compliance with subdivision (b).~~ (d) No local law government, whether proposed by the governing body or by an elector, may impose, ~~extend, or increase~~ any special tax unless and until that tax is submitted to the electorate and approved by a two-thirds vote. A special tax shall not be deemed to have been increased if it is imposed at a rate not higher than the maximum rate so approved.

(d) The title and summary and ballot label or question required for a measure pursuant to the Elections Code shall, for each measure providing for the imposition of a tax, include:

(1) The type and amount or rate of the tax;

(2) the duration of the tax; and

(3) The use of the revenue derived from the tax. If the proposed tax is a general tax, the phrase "for general government use" shall be required, and no advisory measure may appear on the same ballot that would indicate that the revenue from the general tax will, could, or should be used for a specific purpose.

(e) Only the governing body of a local government, other than an elector pursuant to Article II or the initiative power provided by a charter or statute, shall have the authority to impose any exempt charge. The governing body shall impose an exempt charge by an ordinance specifying the type of exempt charge

as provided in Section 1(j) and the amount or rate of the exempt charge to be imposed, and passed by the governing body. This subdivision shall not apply to charges specified in paragraph (7) of subdivision (i) of Section 1.

(f) No amendment to a Charter which provides for the imposition, extension, or increase of a tax or exempt charge shall be submitted to or approved by the electors, nor shall any such amendment to a Charter hereafter submitted to or approved by the electors become effective for any purpose.

(g) Any tax or exempt charge adopted after January 1, 2022, but prior to the effective date of this act, that was not adopted in compliance with the requirements of this section is void 12 months after the effective date of this act unless the tax or exempt charge is reenacted in compliance with the requirements of this section.

(h)(1) The local government bears the burden of proving by clear and convincing evidence that a levy, charge or exaction is an exempt charge and not a tax. The local government bears the burden of proving by clear and convincing evidence that the amount of the exempt charge is reasonable and that the amount charged does not exceed the actual cost of providing the service or product to the payor.

(2) The retention of revenue by, or the payment to, a non-governmental entity of a levy, charge, or exaction of any kind imposed by a local law, shall not be a factor in determining whether the levy, charge, or exaction is a tax or exempt charge.

(3) The characterization of a levy, charge, or exaction of any kind imposed by a local law as being paid in exchange for a benefit, privilege, allowance, authorization, or asset, shall not be factors in determining whether the levy, charge, or exaction is a tax or an exempt charge.

(4) The use of revenue derived from the levy, charge or exaction shall be a factor in determining whether the levy, charge, or exaction is a tax or exempt charge.

Section 7. Section 3 of Article XIII D of the California Constitution is amended, to read:

Sec. 3. Property Taxes, Assessments, Fees and Charges Limited

(a) No tax, assessment, fee, ~~or~~ charge, or surcharge, including a surcharge based on the value of property, shall be assessed ~~by any agency~~ upon any parcel of property or upon any person as an incident of property ownership except:

(1) The ad valorem property tax ~~imposed pursuant to~~ described in Section 1(a) of Article XIII and Section 1(a) of Article XIII A, and described and enacted pursuant to the voter approval requirement in Section 1(b) of Article XIII A.

(2) Any special non-ad valorem tax receiving a two-thirds vote of qualified electors pursuant to Section 4 of Article XIII A, or after receiving a two-thirds vote of those authorized to vote in a community facilities district by the Legislature pursuant to statute as it existed on December 31, 2021.

(3) Assessments as provided by this article.

(4) Fees or charges for property related services as provided by this article.

(b) For purposes of this article, fees for the provision of electrical or gas service shall not be deemed charges or fees imposed as an incident of property ownership.

Section 8. Sections 1 and 14 of Article XIII are amended to read:

Sec. 1 Unless otherwise provided by this Constitution or the laws of the United States:

(a) All property is taxable and shall be assessed at the same percentage of fair market value. When a value standard other than fair market value is prescribed by this Constitution or by statute authorized by this Constitution, the same percentage shall be applied to determine the assessed value. The value to which the percentage is applied, whether it be the fair market value or not, shall be known for property tax purposes as the full value.

(b) All property so assessed shall be taxed in proportion to its full value.

(c) All proceeds from the taxation of property shall be apportioned according to law to the districts within the counties.

Sec. 14. All property taxed by state or local government shall be assessed in the county, city, and district in which it is situated. Notwithstanding any other provision of law, such state or local property taxes shall be apportioned according to law to the districts within the counties.

Section 9. General Provisions

A. This Act shall be liberally construed in order to effectuate its purposes.

B. (1) In the event that this initiative measure and another initiative measure or measures relating to state or local requirements for the imposition, adoption, creation, or establishment of taxes, charges, and other revenue measures shall appear on the same statewide election ballot, the other initiative measure or measures shall be deemed to be in conflict with this measure. In the event that this initiative measure receives a greater number of affirmative votes, the provisions of this measure shall prevail in their entirety, and the provisions of the other initiative measure or measures shall be null and void.

(2) In furtherance of this provision, the voters hereby declare that this measure conflicts with the provisions of the "Housing Affordability and Tax Cut Act of 2022" and "The Tax Cut and Housing Affordability Act," both of which would impose a new state property tax (called a "surcharge") on certain real property, and where the revenue derived from the tax is provided to the State, rather than retained in the county in which the property is situated and for the use of the county and cities and districts within the county, in direct violation of the provisions of this initiative.

(3) If this initiative measure is approved by the voters, but superseded in whole or in part by any other conflicting initiative measure approved by the voters at the same election, and such conflicting initiative is later held invalid, this measure shall be self-executing and given full force and effect.

C. The provisions of this Act are severable. If any portion, section, subdivision, paragraph, clause, sentence, phrase, word, or application of this Act is for any reason held to be invalid by a decision of any court of competent jurisdiction, that decision shall not affect the validity of the remaining portions of this Act. The People of the State of California hereby declare that they would have adopted this Act and each and every portion, section, subdivision, paragraph, clause, sentence, phrase, word, and application not

declared invalid or unconstitutional without regard to whether any portion of this Act or application thereof would be subsequently declared invalid.

D. If this Act is approved by the voters of the State of California and thereafter subjected to a legal challenge alleging a violation of state or federal law, and both the Governor and Attorney General refuse to defend this Act, then the following actions shall be taken:

(1) Notwithstanding anything to the contrary contained in Chapter 6 of Part 2 of Division 3 of Title 2 of the Government Code or any other law, the Attorney General shall appoint independent counsel to faithfully and vigorously defend this Act on behalf of the State of California.

(2) Before appointing or thereafter substituting independent counsel, the Attorney General shall exercise due diligence in determining the qualifications of independent counsel and shall obtain written affirmation from independent counsel that independent counsel will faithfully and vigorously defend this Act. The written affirmation shall be made publicly available upon request.

(3) A continuous appropriation is hereby made from the General Fund to the Controller, without regard to fiscal years, in an amount necessary to cover the costs of retaining independent counsel to faithfully and vigorously defend this Act on behalf of the State of California.

(4) Nothing in this section shall prohibit the proponents of this Act, or a bona fide taxpayers association, from intervening to defend this Act.

**RESOLUTION NO. 734
OF THE BOARD OF DIRECTORS
OF PLEASANT VALLEY RECREATION & PARK DISTRICT**

***OPPOSING PROPOSED INITIATIVE 21-0042A1 “THE TAXPAYER
PROTECTION AND GOVERNMENT ACCOUNTABILITY ACT”***

WHEREAS, an association representing California’s wealthiest corporations and developers is spending millions to push a deceptive proposition aimed for the November 2024 statewide ballot; and

WHEREAS, the proposed proposition, Initiative 21-0042A1, has received the official title: “LIMITS ABILITY OF VOTERS AND STATE AND LOCAL GOVERNMENTS TO RAISE REVENUES FOR GOVERNMENT SERVICES. INITIATIVE CONSTITUTIONAL AMENDMENT”; and

WHEREAS, the measure includes provisions that would make it more difficult for local voters to pass measures needed to fund local services and infrastructure, and would limit voter input by prohibiting local advisory measures where voters provide direction on how they want their local tax dollars spent; and

WHEREAS, the measure exposes taxpayers to new costly litigation, limits the discretion and flexibility of locally elected boards to respond to the needs of their communities, and injects uncertainty into the financing and sustainability of critical infrastructure; and

WHEREAS, the measure severely restricts state and local officials’ ability to protect our environment, public health and safety, and our neighborhoods against those who violate the law; and

WHEREAS, the measure creates new constitutional loopholes that would allow corporations to pay less than their fair share for the impacts they impose on our communities, including local infrastructure, our environment, water quality, air quality, and natural resources; and

WHEREAS, the measure threatens billions of dollars currently dedicated to state and local services, and could force cuts to updated parks infrastructure and maintenance, as well as public schools, fire and emergency response, law enforcement, public health, parks, libraries, affordable housing, services to address homelessness, mental health services, and more; and

WHEREAS, the measure would also reduce funding for critical infrastructure like streets and roads, public transportation, ports, drinking water, sanitation, utilities, and more.

THEREFORE, BE IT RESOLVED that the Pleasant Valley Recreation and District opposes Initiative 21-0042A1;

BE IT FURTHER RESOLVED, that the Pleasant Valley Recreation and District will join the *No on Initiative 21-0042A1* coalition, a growing coalition of public safety, labor, local government, infrastructure advocates, and other organizations throughout the state.

Staff is directed to email a copy of this adopted resolution to the California Special Districts Association at advocacy@csga.net.

Passed and Adopted this 5th day of April 2023.

Elaine Magner, Chair

Mark Malloy, Vice-Chair

Bev Dransfeldt, Secretary

Jordan Roberts, Director

Robert Kelley, Director

The Attorney General of California has prepared the following title and summary of the chief purpose and points of the proposed measure:

**LIMITS ABILITY OF VOTERS AND STATE AND LOCAL GOVERNMENTS TO
RAISE REVENUES FOR GOVERNMENT SERVICES. INITIATIVE**

CONSTITUTIONAL AMENDMENT. For new or increased state taxes currently enacted by two-thirds vote of Legislature, also requires statewide election and majority voter approval. Limits voters' ability to pass voter-proposed local special taxes by raising vote requirement to two-thirds. Eliminates voters' ability to advise how to spend revenues from proposed general tax on same ballot as the proposed tax. Expands definition of "taxes" to include certain regulatory fees, broadening application of tax approval requirements. Requires Legislature or local governing body set certain other fees. Summary of estimate by Legislative Analyst and Director of Finance of fiscal impact on state and local governments: **Lower annual state and local revenues, potentially substantially lower, depending on future actions of the Legislature, local governing bodies, voters, and the courts.** (21-0042A1.)



PLEASANT VALLEY RECREATION AND PARK DISTRICT

LEGISLATIVE ADVOCACY POLICY Board Approved June 5, 2019

PURPOSE

The purpose of the policy is to guide Pleasant Valley Recreation and Park District (“District”) officials and staff in considering legislative or regulatory proposals that are likely to have an impact on the District, and to allow for a timely response to important legislative issues. Although the expenditure of public funds for the purpose of supporting or opposing a ballot measure or candidate is prohibited, the expenditure of public funds is allowed to advocate for or against proposed legislation or regulatory actions which will affect the public agency expending the funds.

The purpose for identifying Legislative Advocacy Procedures is to provide clear direction to District staff with regard to monitoring and acting upon bills during state and federal legislative sessions. Adherence to Legislative Advocacy Procedures will ensure that legislative inquiries and responses will be administered consistently with "one voice" as to the identified Advocacy Priorities adopted by the Board of Directors. The Legislative Advocacy Procedures and Advocacy Priorities will provide the District General Manager discretion to advocate in the District’s best interests in a manner consistent with the goals and priorities adopted by the Board of Directors. This policy is intended to be manageable, consistent, and tailored to the specific needs and culture of the District.

POLICY GOALS

- Advocate the District’s legislative interests at the State, County, and Federal levels.
- Inform and provide information to the Board of Directors and District staff on the legislative process and key issues and legislation that could have a potential impact on the District.
- Serve as an active participant with other local governments, the California Special Districts Association, and local government associations on legislative and regulatory issues that are important to the District and the region.

POLICY PRINCIPLES

The Board of Directors recognizes the need to protect District interests and local control, and to identify various avenues to implement its strategic and long-term goals. It is the policy of the District to proactively monitor and advocate for legislation as directed by the Advocacy Priorities and by the specific direction of the Board of Directors.

This policy provides the District General Manager the flexibility to adopt positions on legislation in a timely manner, while allowing the Board of Directors to set **ADVOCACY PRIORITIES** to provide policy guidance. The Board of Directors shall establish various Advocacy Priorities and, so long as the position fits within the Advocacy Priorities, staff is authorized to take a position without Board approval.

Whenever an applicable Advocacy Priority does not exist pertaining to legislation affecting the District, the matter shall be brought before the Board of Directors at a regularly scheduled board meeting for formal direction from the Board of Directors.

Generally, the District will not address matters that are not pertinent to the District's local government services, such as social issues or international relations issues.



PLEASANT VALLEY RECREATION AND PARK DISTRICT

LEGISLATIVE ADVOCACY POLICY Board Approved June 5, 2019

LEGISLATIVE ADVOCACY PROCEDURES

It is the policy of the District to proactively monitor and advocate for legislation as directed by the Advocacy Priorities and by the specific direction of the Board of Directors. This process involves interaction with local, state, and federal government entities both in regard to specific items of legislation and to promote positive intergovernmental relationships. Accordingly, involvement and participation in regional, state, and national organizations is encouraged and supported by the District.

Monitoring legislation is a shared function of the Board of Directors and General Manager. The Legislative Advocacy Procedures are the process by which staff will track and respond to legislative issues in a timely and consistent manner. The General Manager will act on legislation utilizing the following procedures:

1. The General Manager shall review requests that the District take a position on legislative issues to determine if the legislation aligns with the District's current approved Advocacy Priorities.
2. The General Manager will conduct a review of positions and analysis completed by the California Special Districts Association and other local government associations when formulating positions.
3. If the matter aligns with the approved priorities, the District response shall be supplied in the form of a letter to the legislative body reviewing the bill or measure. Advocacy methods utilized on behalf of the District, including but not limited to letters, phone calls, emails, and prepared forms, will be communicated through the General Manager. The General Manager shall advise staff to administer the form of advocacy, typically via letters signed by the General Manager on behalf of the Board of Directors.
4. All draft legislative position letters initiated by the General Manager shall state whether the District is requesting "support", "support if amended", "oppose", or "oppose unless amended" action on the issue and shall include adequate justification for the recommended action. If possible, the letter should include examples of how a bill would specifically affect the District, e.g. "the funding the District will lose due to this bill could pay for X capital improvements."
 - a. Support - legislation in this area advances the District's goals and priorities.
 - b. Oppose - legislation in this area could potentially harm, negatively impact or undo positive momentum for the District, or does not advance the District's goals and priorities.
5. The General Manager may also provide a letter of concern or interest regarding a legislative issue without taking a formal position on a piece of legislation. Letters of concern or interest are to be administered through the General Manager.
6. When a letter is sent to a state or federal legislative body, the appropriate federal or state legislators representing the District shall be included as a copy or "cc" on the letter. The appropriate contacts at the California Special Districts Association and other local government associations, if applicable, shall be included as a "cc" on legislative letters.



PLEASANT VALLEY RECREATION AND PARK DISTRICT

LEGISLATIVE ADVOCACY POLICY Board Approved June 5, 2019

7. A position may be adopted by the General Manager if any of the following criteria are met:
 - a. The position is consistent with the adopted ADVOCACY PRIORITIES;
 - b. The position is consistent with that of organizations to which the District is a member, such as the California Special Districts Association; or
 - c. The position is approved by the Board of Directors.
8. All measures relating to increases in taxation or the creation of new taxes must be brought before the District Board of Directors regardless of the position of the California Special Districts Association or other groups of which Pleasant Valley Recreation and Park District is a member.
9. All legislative positions adopted via a process outside of a regularly scheduled Board Meeting shall be communicated to the Board of Directors at the next regularly scheduled Board Meeting. When appropriate, the General Manager will submit a report (either written or verbal) summarizing activity on legislative measures to the Board of Directors.

ADVOCACY PRIORITIES

The following priorities have been determined within the Policy Committee and shall be considered for periodic review.

I. Revenue, Finances, and Taxation

- Support legislation which protects special districts' resources from the shift or diversion of revenues without the consent of the affected districts.
- Support legislation that protects and preserves special districts' property tax allocations and local flexibility with revenue and diversify local revenue sources.
- Support legislation that creates dedicated funding streams at the regional, state, or federal levels that allow the District to maximize local revenues, offset and leverage capital expenditures, and maintain District goals and standards.
- Support legislation that increases public funding for parks and recreation projects and programs.
- Support legislation which encourages local governments to assess impact fees to mitigate potential increases in local park system usage.

II. Governance and Accountability

- Support legislation that enhances special districts' ability to govern as independent, local government bodies in an open and accessible manner. Encourage best practices that avoid burdensome, costly, redundant or one-size-fits all approaches.



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- Support legislation which protects meaningful public participation in local agency formations, dissolutions, and reorganizations, and ensure local services meet the unique needs, priorities, and preferences of each community.
- Oppose additional public meeting and records requirements that unnecessarily increase the burden on public resources without effectively fostering public engagement and enhancing accountability of government agencies.
- Promote legislation that supports local-level solutions, decision-making, and management concerning service delivery and governance structures while upholding voter control and maintaining LAFCO authority over local government jurisdictional reorganizations and/or consolidations.

III. Human Resources and Personnel

- Oppose legislation that impedes local administration of labor relations, and legislation that would require, impose, or expand compulsory binding arbitration for public employees.
- Oppose legislation that increases the cost of benefits or the cost of administering benefits.
- Oppose legislation that requires local governments to provide specific benefits to employees.
- Oppose legislation that removes local authority to determine the level of benefits to be provided to employees.
- Oppose legislation that reduces local control over public employee disputes and/or imposes regulations from an outside governmental agency or special interest group.
- Oppose legislation that imposes restrictive and overburdensome reporting of employee benefits and payroll.
- Support legislation which maintains special districts' ability to exercise local flexibility by minimizing state mandated contract requirements.
- Oppose any measure that would hinder the ability of special districts to maximize local resources and efficiencies through the use of contracted services.

IV. Infrastructure, Innovation, and Investment

- Support legislation that encourages prudent planning for investment and maintenance of long-term infrastructure.
- Support legislation that preserves contracting flexibility and fiscal tools and incentives needed to help special districts meet changing demands.
- Oppose legislation imposing restrictive one-size-fits-all public works requirements that increase costs to taxpayers and reduce local flexibility.



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V. Successor Agencies/Redevelopment

- Support legislation that reduces the amount of Redevelopment Property Tax Trust Fund (RPTTF) revenues allocable to successor agencies.
- Oppose legislation that returns local governments' ability to enact property tax increment financing or other redevelopment tools.
- Oppose legislation that re-authorizes Redevelopment Agencies in any form.
- Support legislation which requires Successor Agencies to wind down current holdings and redistribute funding to affected local agencies.

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Justin Kiraly, Administrative Services Manager

DATE: April 5, 2023

**SUBJECT: CONSIDERATION AND APPROVAL OF RESOLUTION
NO. 735, ADOPTING A NEW DISTRICT POLICY FOR
ELECTRONIC SIGNATURES**

SUMMARY

As technology continues to advance, more and more industries are accepting electronic signatures (E-Signatures) for most paperwork, including agreements. The District currently does not accept E-Signatures. Adopting this resolution would allow the District to accept E-Signatures, which would provide for more convenience to those the District works with, as well as reducing the risk of signed agreements being lost in transit to and from signers.

BACKGROUND

The term “electronic signature” is defined under the Uniform Electronic Transactions Act (UETA) (Civil Code § 1633.2) as “an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with intent to sign the electronic record”. Government agencies may use and accept all types of electronic signatures, including digital signatures, in accordance with the UETA. In addition, the term “digital signature” is defined under Government Code Section 16.5 as, “an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual or “wet” signature.” Under the UETA and Government Code Section 16.5, the term “digital signature” is a type of “electronic signature”.

Pursuant to the UETA, electronic signatures on contracts are permitted in lieu of original signatures where the parties mutually agree to use and accept electronic signatures except where original signatures are required by law. For example, the creation of wills, testamentary trusts, and real estate conveyance instruments must contain original signatures.

The District currently does not have the necessary resolution adopted required for accepting E-Signatures.

ANALYSIS

The District works with many different groups and individuals, some of which do not reside in the county. Collecting “wet signatures” for some of these agreements can be time consuming for those involved, due to either traveling to a location to sign in person or mailing the paperwork, which could add a week or more to the processing time.

The District currently purchased several Adobe Acrobat Pro licenses for necessary District work. As a part of these licenses, the District has access to Adobe Acrobat Sign, a widely accepted E-Signature platform.

FISCAL IMPACT

The resolution allowing E-Signatures would save a small amount of money on postage, due to no longer needing to mail certain agreements for signatures.

STRATEGIC PLAN COMPLIANCE

Meets 2021 Strategic Plan Goal 1.5: Adopt new time and cost saving information technologies to improve efficiencies of District and IT operations.

RECOMMENDATION

Staff recommends the Board approve Resolution No. 735, Adopting a New District Policy for Electronic Signatures.

ATTACHMENTS

- 1) Resolution No. 735 (1 page)
- 2) E-Signature Policy (6 pages)

**RESOLUTION NO. 735
OF THE BOARD OF DIRECTORS
OF PLEASANT VALLEY RECREATION & PARK DISTRICT**

**ADOPTING A NEW DISTRICT POLICY FOR
ELECTRONIC SIGNATURES**

WHEREAS, the use of electronic and digital signatures on legally binding documents has become increasingly prevalent; and

WHEREAS, an electronic or digital signature use policy will enable Pleasant Valley Recreation and Park District to use and accept approved electronic signatures and digital signatures in lieu of written signatures, that comply with the requirements of California Government Code section 16.5, the UETA, the ESIGN Act and other applicable laws and regulations; and

WHEREAS, the use of digital signatures improves efficiency, enhances savings, reduces or eliminates paper and paper filing requirements, and facilitates signatures among parties in different locations; and

WHEREAS, the proposed policy requires that any digital signature technology used by the District conform with the requirements of state laws and regulations; and

WHEREAS, it is the intent of Pleasant Valley Recreation and Park District to encourage the use of electronic and digital signatures in certain internal and external documents when it is operationally feasible, where technology permits, when it is otherwise appropriate in the discretion of the General Manager, or his/her designee, and where it is legally binding to do so in accordance with the proposed Electronic Signature Use Policy.

NOW THEREFORE WE, the Pleasant Valley Recreation and Park District Board of Directors, authorize and approve the Electronic Signature Use Policy, attached hereto as exhibit "A," for electronic and digital signatures and use of electronic records.

Passed and Adopted this 5th day of April 2023.

Elaine Magner, Chair

Mark Malloy, Vice-Chair

Bev Dransfeldt, Secretary

Jordan Roberts, Director

Robert Kelley, Director

EXHIBIT “A”

PLEASANT VALLEY RECREATION AND PARK DISTRICT

ELECTRONIC SIGNATURE USE POLICY

A. Purpose and Intent

This Policy is intended to be used by the Pleasant Valley Recreation and Park District (“District”) to increase productivity by facilitating the proper use of electronic signature technology to collect and preserve signatures on documents quickly, securely, and efficiently, while preserving the security and integrity of documents.

This Policy establishes when electronic signature technology may replace a hand-written signature, and encourages the use of paperless, electronic documents whenever appropriate and allowed by law. This Policy assumes the signatory has been duly authorized to sign in accordance with District rules, regulations, policies and procedures.

Although the use of electronic signatures is encouraged, this Policy does not supersede any laws that require a handwritten signature, nor does it limit the right or option of the District to conduct any business or transaction on paper or in non-electronic form.

B. Definitions

“District” means the Pleasant Valley Recreation and Park District.

“Digital certificate” means an electronic document issued by a certificate authority (which is required to be on the Secretary of State’s *Approved List of Digital Signature Certification Authorities* for purposes of this Policy). A “digital certificate” contains the public key for a digital signature and specifies the identity associated with the key, such as the name of an organization. The certificate is used to confirm that the public key belongs to the specific organization. Digital certificates are required in order to create a digital signature using Public Key Cryptography.

“Digital signature” means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature. A digital signature is a type of “electronic signature.”

“Electronic” means relating to technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities.

“Electronic record” means a record created, generated, sent, communicated, received, or stored by electronic means.”

“Electronic signature” means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record.

“Policy” means this Electronic Signature Use Policy.

“Proxy Signatures” are when Person-A authorizes Person-B to sign Person-A’s signature on his/her behalf.

“Record” means information that is inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form. For the purposes of this Policy, Documents or forms are records.

“Signature” means a written inscription by a person intended to show that person’s identification, authorship, approval, authorization, or certification. As used in this Policy, the term “signature” includes using initials.

“Transaction” means an action or set of actions occurring between two or more persons relating to the conduct of business, commercial, or governmental affairs.

C. Authority.

The legality of the use of electronic records and electronic signatures is governed by federal and state law, including:

- The U.S. Federal Electronic Signatures in Global and National Commerce Act (“E-SIGN”) (15 U.S.C. §§7001 *et seq.*);
- The Uniform Electronic Transactions Act (“UETA”) (California Civil Code §§1633.1 *et seq.*);
- California Government Code Section 16.5 (“Digital Signatures”); and
- California Secretary of State Digital Signature Regulations (2 C.C.R. §§22000-22005) (“Secretary of State Regulations”).

D. Applicability.

This Policy applies to all electronic records and electronic signatures used in various District documents to the extent such documents require a signature as provided by law. In such situations, affixing an electronic signature to the document in a manner consistent with this Policy shall satisfy the District’s requirements for signing a document.

E. Use of Electronic Records and Signatures.

In any internal or external District business, document, or transaction, District and any party to the business, document, or transaction, may use and accept electronic records and electronic signatures when it is operationally feasible, where technology permits, and when it is otherwise appropriate

at the discretion of District. All electronic records and electronic signatures shall be in accordance with the UETA and/or section 16.5 of the California Government Code.

F. Digital Signature Requirements

Any use of digital signatures pursuant to this policy shall conform to the requirements set forth by California Government Code section 16.5, as amended, and the requirements set forth by the Secretary of State Regulations, as amended.

Whenever a signature is required, the use of a digital signature is permitted if the digital signature meets all of the following criteria:

1. It is unique to the person using it.
2. It is capable of verification.
3. It is under the sole control of the person using it.
4. It is linked to data in such a manner that if the data are changed after the digital signature is affixed, the digital signature is invalidated.
5. It conforms to the Secretary of State's Regulations in that (without limitation) it is created by a technology that is acceptable for use by the State of California, and recited in Section (G) of this Policy.

Prior to accepting a digital signature, District shall:

1. Ensure that the level of security used to identify the signer of a document is sufficient for the transaction being conducted;
2. Ensure that the level of security used to transmit the signature is sufficient for the transaction being conducted; and
3. If a digital certificate is a required component of a digital signature transaction, District shall ensure that the certificate format used by the signer is sufficient for the security and interoperability needs of District.

These requirements enable District to ensure that the document and signature transmitted have not been modified, and that the sender of the document and the signer have been properly authenticated.

G. Acceptable Digital Signature Technology

To the maximum extent feasible, District authorizes and encourages the use of Adobe Acrobat Sign, an approved Digital Signature Technology to affix a digital signature.

If any party is unable to use Adobe Acrobat Sign, in accordance with Secretary of State Regulation section 22003, parties affixing digital signatures may utilize two types of acceptable digital signature technology: Public Key Cryptography and Signature Dynamics. As between the two technologies, District encourages the use of Public Key Cryptography to the maximum extent feasible. This is because digital signatures made using Public Key Cryptography have a greater

degree of verifiability and are designed to be immediately verifiable, whereas Signature Dynamics signatures are not.

To ensure these requirements are met, digital signatures must be provided using one of the certification authorities on the Secretary of State’s “Approved List of Digital Signature Certification Authorities,” available at <https://www.sos.ca.gov/administration/regulations/current-regulations/technology/digital-signatures/approved-certification-authorities/>.

If a party desires to use a digital signature product provider that is not on the Secretary of State’s list, that party must ensure that the digital signature provider obtains a digital certificate issued by a certification authority that is on the list. If a certificate is not provided by an approved certification authority, the signature will be deemed invalid.

H. Common Types of Documents

This Policy is intended to broadly permit the use of electronic signatures, but there are some circumstances in which electronic signatures cannot be used. Examples of common types of documents are listed in the following table. Staff should work with the General Counsel to determine where applicable laws permit an electronic signature to be used.

Document Type Examples	Electronic Signature Acceptable?	Notes
Memos, Forms, Letters, and other Correspondence	Yes	Electronic signature is recommended.
Contracts	Yes	Electronic signature is recommended.
Certificates, Permits	Yes, if allowed by law	Staff should work with General Counsel to determine where applicable laws permit an electronic signature to be used.
Documents Requiring Notarization	No	
Resolutions	Yes	Manual “Wet” Signature or Digital Signature is recommended.
Transactions requiring a handwritten signature, or for which an electronic signature is not enforceable by law	No	Staff should work with General Counsel to determine where applicable laws permit an electronic signature to be used.
Checks or any other forms of payment issued by District	Yes	Electronic signature is permitted; however, departments should work with General Counsel to determine where applicable

		laws prohibit an electronic signature from being used.
Forwarding Emails requesting an electronic signature	No	Email forwarding of an electronic signature request is prohibited.
Proxy Signatures	No	The use of proxy signatures is prohibited

I. Resolutions.

Generally, best practice requires that resolutions be signed in-person by a manual signature to the extent feasible. However, under circumstances where a manual signature cannot reasonably be obtained, such as a local, statewide, or national emergency, the use of digital signatures in compliance with section 16.5 of the Government Code and this Policy is authorized.

J. Transactions and Communications Involving Other Parties.

In the case of communications, contracts, or transactions which must be signed by outside parties, each party to the agreement must agree in advance to the use of electronic records and electronic signatures. Such consent may be withdrawn by any party at any time such that future documents requiring a signature must be manually signed.

In any contract, transaction, or communication involving District, for which the parties have agreed to the use of electronic records and electronic signatures, the parties may agree that either:

1. An electronic signature satisfies that requirement, if it is in accordance with the UETA, provided that any digital signatures used shall be in accordance with Section (E) of this Policy; or
2. Only a digital signature in accordance with Section (E) of this Policy and section 16.5 of the Government Code satisfies the requirement.

When a document is electronically signed by all parties, District should provide a copy of the electronically-signed document to the other parties in an electronic format that is capable of being retained and printed by the other parties. An electronic record is not capable of retention by the recipient if the sender or its information processing system inhibits the ability of the recipient to print or store the electronic record.

K. Storage and Archiving of Electronically-Signed Documents

All electronic records and electronic signatures shall be capable of retention and accurate reproduction by all parties or persons entitled to retain the record, transaction, or other document. Final electronic documents must be stored in a manner consistent with any applicable District document retention policies and any applicable laws.

L. Electronic Signature Solution Providers

The General Manager will be responsible for determining acceptable electronic signature technologies and providers consistent with this Policy, then-current state legal requirements, and industry best practices, to ensure the security and integrity of the data and the signature.

M. Unauthorized Use.

Any use, execution, acceptance, or modification of an electronic signature or associated electronic record by any person in a manner that is unauthorized or not in compliance with applicable law or this Policy shall render such signature or record invalid. Any unauthorized signing of any contract, record, or other document, shall render such contract, record, or other document invalid as not fully and properly executed by District.

N. Administrative Policies and Procedures.

The District Board and/or its designee shall have the authority to amend this administrative policy and develop procedures to the extent necessary to implement the terms of this policy.

8. ORAL COMMUNICATION - INFORMATIONAL ITEMS, which do not require action but relate to District business, will be reported by members of the Board and staff as follows:

- A. Chair Magner
- B. Ventura County Special District Association/California Special District Association
- C. Santa Monica Mountains Conservancy
- D. Standing Committees – Finance, Personnel, Policy
- E. Ad Hoc Committees
- F. Foundation for Pleasant Valley Recreation and Parks
- G. General Manager’s Report
- H. Board Members